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**Annual Report  
1990-91**





# **Australian Bureau of Statistics**

**Annual Report 1990-91**

Australian Government Publishing Service  
Canberra

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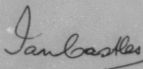
The Honourable John Kerin, MP  
Treasurer of the Commonwealth of Australia

In accordance with the provisions of section 24(1) of the *Australian Bureau of Statistics Act 1975*, I hereby submit to you, for presentation to the Parliament, this report on the operations of the Australian Bureau of Statistics during the year ended 30 June 1991.

This report is in compliance with 'Guidelines for the Content, Preparation and Presentation of Annual Reports by Statutory Authorities' which were tabled in the Parliament on 11 November 1982 and endorsed by the Government in the policy information paper *Policy Guidelines for Commonwealth Statutory Authorities and Government Business Enterprises* (October 1987).

The 'Guidelines for the Preparation of Departmental Annual Reports—April 1991', which were tabled in the House of Representatives on 10 April 1991 and in the Senate on 11 April 1991, provide—paragraph 1.12 of the preamble—that it is appropriate for authorities whose operations are similar to those of departments to consult the guidelines and comply with them to the extent that it is reasonable to do so. This has been done in the preparation of this report.

As required by section 24(1) of the *Australian Bureau of Statistics Act 1975*, I am furnishing this report to you as soon as practicable after 30 June 1991 (and, in any event, within six months after that date, as required by section 34C(2) of the *Acts Interpretation Act 1901*). Section 24(3) of the *Australian Bureau of Statistics Act* requires you to cause this report to be laid before each House of the Parliament within 15 sitting days of that House after you receive it.



I. Castles  
*Australian Statistician*

6 September 1991



## *Australian Bureau of Statistics*

### *Mission*

*Our mission is to assist and encourage informed decision-making, research and discussion within governments and the community, by providing a high-quality, user-oriented and dynamic statistical service; we will actively co-ordinate statistical activities across government agencies and promote the use of statistical standards.*

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*Notes.* In this report after the first reference the Australian Bureau of Statistics is referred to as the Bureau or the ABS, and the Australian Statistics Advisory Council as the Advisory Council or ASAC.

The contact for any inquiries or further information on the contents of this report is the First Assistant Statistician, Coordination and Management Division, at the Cameron Offices, Canberra - telephone (06) 252 6052.





# 1 THE ABS IN 1990-91: AN OVERVIEW

During 1990-91, the Australian Bureau of Statistics (ABS) continued to maintain and increase, in terms of both quality and quantity, the statistical service it provides to Australian governments and to the community generally.

Printed publications are the traditional medium for the release of official statistics. New titles released during the year present statistics on assets of superannuation funds and approved deposit funds, major business and professional services industries, how workers get their training, disability and handicap, Aboriginal and Torres Strait Islander people, families and households, religion, and health. Other new titles included an occasional paper on estimates of multifactor productivity, input-output multipliers, flow of funds accounts and quarterly indexes of industrial production. A new monthly compendium of economic statistics, *Australian Economic Indicators*, was introduced during the year. It presents, each month, a statistical summary of recent developments in the Australian economy, providing a broad basis for analysis and research in both macroeconomic and specific sectoral matters.

Statistics are also disseminated through a number of other media, including a range of electronic media. A notable new product on floppy disk was a set of socio-economic indexes derived from the 1986 census of population and housing.

One measure of the success of dissemination activities by the ABS is the revenue earned through sale of statistical products and services. In 1990-91, the ABS received \$10.4 million from such sales, an increase of 38% on the previous year.

Substantial preparation work was undertaken during 1990-91 for the twelfth national census of population and housing, which was conducted on 6 August 1991. The population census, which is required by legislation to be conducted every five years, is the largest statistical collection undertaken by the ABS. Preparatory work in 1990-91 included printing and distributing 12 million census forms, recruiting and training 42 000 temporary field staff, establishing a national processing centre and completing development of computer processing systems. A detailed public awareness strategy was followed to ensure that the public was well informed about the census, and appropriate organisations were consulted on enumeration arrangements for remote Aboriginal communities and people with non-English speaking backgrounds.

During 1990-91 the Auditor-General reported on data collection for the consumer price index (CPI). The report noted that there was no reason to question the accuracy of the CPI, and that the processing of data and the compilation of the index were based on sound principles and professionally performed. The report identified a number of areas where improvements could be made. Many of these have been addressed by implementation of the first phase of a new computer processing system. An inquiry into the Auditor-General's report was held by the House of

Representatives Standing Committee on Finance and Public Administration. The Committee tabled its report, entitled *Cars, Prawns and Interest Rates*, in the House on 6 June 1991.

The ABS has participated with the Commonwealth and State treasuries and the Commonwealth Department of Finance in a working party on uniform presentation of government financial information. The working party's recommendations were endorsed by the May 1991 Premiers' Conference. Their implementation will improve the timeliness and accuracy of government finance statistics produced by the ABS.

In support of closer economic relations with New Zealand, the ABS has had consultations with the New Zealand Department of Statistics, resulting in moves on two particular fronts. An evaluation is being made of the prospects for further harmonisation of the concepts, definitions, classifications and methodologies used in compiling merchandise trade statistics in Australia and New Zealand, and work is progressing with the aim of producing a joint Australia - New Zealand standard industrial classification.

The ABS continues to promote the use of statistical standards throughout government agencies and the community. During 1990-91 it published a guide to major ABS classifications and a standard classification of countries for social statistics. In addition it released a floppy disk system for microcomputers to code information on occupation according to the Australian Standard Classification of Occupations.

During 1990-91 the ABS developed methodologies for assessment of the government paper burden on small businesses, as part of the Government's response to the House of Representatives Standing Committee on Industry, Science and Technology report *Small Business in Australia: Challenges, Problems and Opportunities* (the Beddall Report).

Work continued on more efficient methods of collection of statistical data and reduction of respondent burden. Review of sample design, size cutoffs (to exclude smaller units) and editing systems has led to reductions in the number of respondents required in some collections. Investigations and trials have continued of 'electronic forms', electronic data interchange, computer-assisted telephone interviewing, touchtone dialling by respondents and electronic mail for collection of statistical data, and there has been an increase in direct electronic capture of administrative by-product data from other agencies.

Trials continue of national project centres in ABS State offices. The purpose of a national project centre is to move most functions associated with a specific collection to one office, thus concentrating the expertise related to the functions. This is expected to result in less fragmented tasks in an office, more challenging roles for staff, and efficiency gains.

During 1990-91 the ABS continued to provide technical assistance to official statistical agencies in developing countries in the Asia-Pacific region through visits to countries or regional centres by ABS staff to provide advisory services and training, and visits to Australia by staff of official statistical agencies of countries in the region for study tours and training. Lecturers were provided for a number of training courses organised by the South Pacific Commission.

## 2 THE 1991 CENSUS OF POPULATION AND HOUSING

### The census

Tuesday 6 August 1991 was census night for Australia's twelfth national census of population and housing. Data from nearly 6.5 million households have been obtained and are being processed at a national data processing centre set up in Sydney.

The census of population and housing, costing about \$115 million over a five-year period, is the largest statistical collection undertaken by the ABS. Its objective is to measure the number and key characteristics of people in Australia on census night. This provides a reliable basis for the estimation of the population of each of the States, Territories and local government areas primarily for electoral purposes and the distribution of government funds. For example, population estimates based on the census are used to determine the number of seats allocated to each State in the House of Representatives. Population estimates are also used in the allocation of Commonwealth grants to State, Territory and local governments (about \$15 billion annually).

The census is a valuable source of information used by planners and decision-makers in all sectors of the community who need to know the geographic distribution of the population and its key social, demographic and economic characteristics.

The census includes all persons in Australia on census night, with some exceptions. Foreign diplomats and their families are excluded as are foreign crew members on ships. Visitors to Australia are counted regardless of how long they have been in the country or how long they plan to stay. Australian residents out of the country on census night are generally not included in the census unless they have left the country without being required to undertake departure formalities (for example naval personnel on board ships away from Australia).

Two of Australia's external territories, Cocos (Keeling) Islands and Christmas Island, are included in the 1991 census. However, as in the 1986 census, the counts of these external territories will not be included in the total Australian count.

As in previous censuses, the 1991 census was 'self-enumerated' i.e. households were asked to fill in the details required on the census form. However, assistance was available from census collectors and telephone inquiry services in English and other languages for those who may have had difficulties completing the form.

Prior to and during the census the ABS conducted a comprehensive media campaign to support the census. The overall aim of the campaign was to inform the community of the census and its uses so that people would be expecting a census form and be ready to fill it in quickly and accurately. To ensure public awareness,

the media were made aware of census issues and advertisements were run on television and in the press. A resource kit was also developed and distributed to all secondary schools.

Forty-two thousand temporary staff were used for the delivery and collection of census forms, consisting of 145 divisional managers, 3 000 area supervisors and some 39 000 collectors and other staff. To ensure the best possible enumeration, special strategies were implemented in situations where census-taking encounters particular difficulties, especially amongst remote Aboriginal communities.

A privacy envelope was provided at collection for anyone who did not wish to have his or her completed form seen by the census collector. An envelope was also provided to a person in a private dwelling who did not want his or her responses to be seen by other members of the household, and for each person enumerated in a non-private dwelling. Members of the public were informed of the availability of the privacy envelopes through the media campaign, in the information booklet and on the census form. The Privacy Commissioner was consulted on operational procedures for the census.

Names and addresses of persons and households collected in the census will not be stored on computer files. To assure the public about the preservation of confidentiality of data on individuals, census forms in Australia are destroyed once statistical data have been extracted.

A more detailed discussion of census procedures is given in *Census 91—How Australia Takes a Census* (ABS Catalogue No. 2903.0).

### **Planning and preparation**

In May 1987 the Government gave its approval for detailed planning to proceed for a census in 1991 and directed that consultation with the users of census statistics take place on the basis that the cost of the census be a good deal less than the cost of the 1986 census. In line with this directive the ABS published a document outlining its preliminary views on the content of the 1991 census in January 1988, based on knowledge obtained from the topic submissions of the two previous censuses and on known uses of census data. Users of census data and the general public were invited to comment on the views expressed in the publication. More than 560 submissions were received and these were followed up by consultation with major users and other interested parties.

In light of these consultations, the ABS drafted final recommendations on the content of and procedures for the 1991 census. These were discussed with the Australian Statistics Advisory Council prior to the preparation of a submission to the Government. On 4 May 1989 the Government announced its decisions on the 1991 census, and documents outlining the content and the procedures for the conduct of the census along with relevant regulations were tabled in Parliament. At the same time *Information Paper: 1991 Census of Population and Housing—Content and Procedures* (ABS Catalogue No. 2613.0) was published by the ABS.

The consultation process led to the selection of 31 topics for the 1991 census. No new topics were chosen but five topics included in the 1986 census were not considered of sufficient priority for inclusion in the 1991 census. These were duration of marriage, whether married more than once, number of children, ethnic origin and reason a dwelling was unoccupied.

In order to decide on the layout and question wording for the census form and to develop collection and processing procedures, a program of tests is conducted before each census. For the 1991 census a series of eight tests was carried out in various cities and rural locations between 1987 and 1989. On Tuesday 7 August 1990 a census dress rehearsal was conducted in Victoria to test collection and processing procedures.

Other major steps in preparing for the census were the production of accurate maps for approximately 31 000 collection districts across Australia and the typesetting and printing of 9.6 million household forms and 2.4 million personal forms.

### **Improvements in the 1991 census**

While the basic approach to running a census has remained the same, some changes have occurred from the application of new technology or new methods to produce better or more timely census data without raising the cost of the census. The major changes implemented in the 1991 census are as follows:

- In the past the ABS has used the Australian Electoral Commission to manage the collection of census forms. Because of industrial problems in New South Wales and Victoria prior to the 1986 census, the ABS directly managed the 1986 collection in those two States. With the benefit of that positive experience, the ABS decided to manage and control the entire collection operation directly, rather than indirectly through another agency.
- Where respondents to the census can answer questions by simply indicating their choice from a range of responses pre-specified on the form (known as 'self-coding'), there is a saving in processing costs compared with a situation where respondents have to write down answers as there is no need for ABS staff to code the answers. Tests have shown that self-coding of answers also lowers non-response to census questions. Self-coding questions were used to a far greater extent in the 1991 census.
- In the 1986 census about 30% of the total staff processing cost resulted from the keying-in of data. For the 1991 census the forms will be read by optical mark recognition (OMR) machines and the self-coded marks on the forms will be automatically transferred to computer disk. OMR will significantly reduce errors that occur during the data capture phase. Although a small proportion of good marks (less than 1%) will not be read, the missed data will be detected during item editing and captured during the computer-assisted coding phase (see next point). By eliminating the bulk key-entry phase of data capture used in the 1986 census, OMR will also reduce the potential incidence of occupational overuse injuries.

- Coding of those questions which require a written response, such as a person's occupation, will be undertaken by computer-assisted means. This coding method will reduce costs and increase data quality, ensuring a more thorough and consistent application of coding than can be achieved by using entirely manual methods. It also provides for more interesting work as a range of coding, editing and amendment tasks will be undertaken by census clerks, rather than highly specialised repetitive work undertaken by clerks in previous censuses.

### Statistics from the census

Output from the 1991 census will appear in the form of printed publications, microfiche, magnetic tape and floppy or compact disk. However, users of statistics are increasingly seeking census output tailored to their individual requirements. Extensive consultation with existing and potential census data users has already taken place and will continue in further developing 1991 census products and services. The result for the 1991 census output program is a greater emphasis on customised products and services and on electronic products (particularly CD-ROM) rather than printed publications. A more effective marketing approach for census products and services will play a part in reducing the net cost of the 1991 census.

A broad account of the products and services from the 1991 census is available in *Census 91—Guide to Products and Services* (ABS Catalogue No. 2910.0).

Preliminary 1991 census results for the States processed earliest will start becoming available in March 1992 and final products will also emerge on a State-by-State basis commencing in June 1992. Customised products and services from the 1991 census will continue to be produced for as long as they are needed.

### Conclusion

The collection phase of the 1991 census is now complete, and processing of the data has started. All indications are that the field phase has been very successful. The ABS is extremely pleased with the level of public support it received and the work undertaken by census field staff. With few exceptions, media reporting of the census was very positive and this considerably assisted our field operations. It now remains to complete the processing of the data to ensure the statistical output is in the hands of users as soon as possible.



## 3 ABS PROGRAM

### PROGRAM STRUCTURE

Under program budgeting arrangements the work of the ABS constitutes a single program, with two sub-programs, *statistical operations* and *corporate services*. In 1990-91 these sub-programs were split into 46 components and 108 sub-components.

In addition to the material contained in this chapter the following appendixes provide further details on the ABS program:

- Appendix 1 Program structure
- Appendix 2 Top structure, staff and program component responsibilities
- Appendix 3 Staffing
- Appendix 7 Expenditure and receipts
- Appendix 8 Financial statements
- Appendix 9 Estimates of expenditure by program component
- Appendix 16 Social justice, access and equity, and status of women

### OBJECTIVE

*The objective of the ABS program is to assist and encourage informed decision-making, research and discussion within governments and the community, by providing a high-quality, user-oriented and dynamic statistical service.*

This report provides a basis for assessment of the ABS's achievements in relation to this objective, and of progress made during 1990-91, by giving in chapters 4 and 5 considerable information in respect of the two sub-programs. The objectives of the sub-programs are shown, together with sub-program performance indicators and reviews of activities and achievements of program components.

### DESCRIPTION

The principal legislation determining the functions and responsibilities of the ABS is:

*Australian Bureau of Statistics Act 1975*  
*Statistics (Arrangements with States) Act 1956*  
*Census and Statistics Act 1905*

The ABS is the central statistical authority for the Commonwealth Government and, under the Government-to-Government Arrangements entered into with the States pursuant to the *Statistics (Arrangements with States) Act 1956*, provides statistical

services for the State governments. The functions of the ABS are defined in section 6 of the *Australian Bureau of Statistics Act 1975* as follows:

- (a) to constitute the central statistical authority for the Australian Government and, by arrangements with the Governments of the States, provide statistical services for those Governments;
- (b) to collect, compile, analyse and disseminate statistics and related information;
- (c) to ensure co-ordination of the operations of official bodies in the collection, compilation and dissemination of statistics and related information, with particular regard to—
  - (i) the avoidance of duplication in the collection by official bodies of information for statistical purposes;
  - (ii) the attainment of compatibility between, and the integration of, statistics compiled by official bodies; and
  - (iii) the maximum possible utilization, for statistical purposes, of information, and means of collection of information, available to official bodies;
- (d) to formulate, and ensure compliance with, standards for the carrying out by official bodies of operations for statistical purposes;
- (e) to provide advice and assistance to official bodies in relation to statistics; and
- (f) to provide liaison between Australia, on the one hand, and other countries and international organizations, on the other hand, in relation to statistical matters.

Thus the ABS has a broad role, to meet the information requirements not only of Commonwealth, State and Territory governments but also of the community at large.

In order to provide official statistics, the ABS undertakes a large number of separate collections, ranging from periodic censuses of industry to regular surveys to provide current economic indicators, and from the population census to household surveys on specific social or economic issues. In addition, the ABS devotes considerable efforts, in close co-operation with Commonwealth and State administrative agencies, to producing statistics as a by-product of administrative systems. Also, the ABS keeps in touch with users of statistics regarding their statistical requirements and with respondents to collections regarding their ability to provide data.

Each field of statistics is the responsibility of a subject matter unit and these units maintain ongoing contact with suppliers and users of data through means such as standing committees, user groups, conferences and seminars of representative organisations, and through day-to-day contact in the course of collecting and disseminating data.

The Australian Statistics Advisory Council, which was established by the *Australian Bureau of Statistics Act 1975*, plays an active role in advising upon the direction and priorities of the ABS work program. The activities of the Advisory Council are described in its annual report to Parliament.

The annual Conference of Statisticians, held in accordance with the Government-to-Government Arrangements under the *Statistics (Arrangements with States) Act 1956*, is a forum in which matters bearing on the relationship between the ABS and State governments are discussed. The Deputy Commonwealth Statisticians in charge of the State offices of the ABS, the Statistician, Northern Territory, and the Statistician, Australian Capital Territory, participate in the Conference, and an official from each State, the Northern Territory and the Australian Capital Territory is invited to attend. In addition, a government statistical coordination and consultative mechanism operates in each State, the Northern Territory and the Australian Capital Territory.

In releasing statistics, the ABS follows the long established principle that data should be made available as soon as practicable and should be equally available to all users.

## FINANCIAL RESOURCES

### FINANCIAL RESOURCES, BY APPROPRIATION ITEM AND SUB-PROGRAM, 1990-91 (ACTUAL) AND 1991-92 (ESTIMATES)

	1990-91 (Actual)			1991-92 (Estimates)		
	Statistical operations sub- program	Corporate services sub- program	ABS program	Statistical operations sub- program	Corporate services sub- program	ABS program
	\$'000					
Running costs -						
Salaries	92 395	21 282	113 677	111 754	20 254	132 008
Administrative expenses	34 451	16 741	51 192	(a) 66 971	(a) 15 715	(a) 82 686
Receipts credited	(b)	(b)	(b)	(c) 1 810	(c) 500	(c) 2 310
Property operating expenses -						
Current	3 387	25 083	28 470	3 810	29 963	33 773
Capital	217	411	628	1 298	310	1 608
Compensation and legal expenses	..	89	89	..	61	61
Capital works and services -						
Plant and equipment	3 241	..	3 241	3 075	..	3 075
Construction of facilities	..	834	834	..	2 156	2 156
<b>Total expenditure</b>	<b>133 690</b>	<b>64 440</b>	<b>198 121</b>	<b>188 718</b>	<b>68 959</b>	<b>257 677</b>
<b>LESS -</b>						
Miscellaneous revenue	5 376	..	5 376	6 588	..	6 588
Section 35 of <i>Audit Act</i> 1901	5 005	494	5 499	1 810	500	2 310
<b>Total outlays</b>	<b>123 309</b>	<b>63 946</b>	<b>187 255</b>	<b>180 320</b>	<b>68 459</b>	<b>248 779</b>

(a) Excludes expenditure from estimated receipts to be credited pursuant to section 9 of Appropriation Bill No. 1. (b) Included in administrative expenses. (c) Estimated receipts to be credited pursuant to section 9 of Appropriation Bill No. 1.

Note: Any differences between totals and sums of components are due to rounding.

## ORGANISATION

Besides the Central Office in Canberra the ABS has an office located in the capital city of each State and the Northern Territory, and an outposting in the Australian Capital Territory Treasury. In Western Australia, South Australia and Tasmania the Deputy Commonwealth Statistician administering the office is also the State Government Statistician.

The number and distribution of operative staff by office over the last three years are shown in the following table.

#### DISTRIBUTION OF STAFF 1988-89, 1989-90 AND 1990-91

Office	1988-89	1989-90	1990-91
Average operative staff level (a)			
Central Office (Canberra)	1 650	1 549	(b) 1 647
New South Wales Office	455	422	437
Victorian Office	383	372	387
Queensland Office	334	296	299
Western Australian Office	237	209	233
South Australian Office	216	226	210
Tasmanian Office	125	117	132
Northern Territory Office	42	43	46
Total	3 441	3 234	3 391

(a) Comprises full-time staff and part-time staff at full-time equivalent. Excludes inoperative staff (e.g. staff on approved leave for periods of twelve weeks or longer). Paid inoperative staff accounted for 111 staff years in 1988-89, 122 staff years in 1989-90, and 98 staff years in 1990-91. (b) Includes 32 staff years employed at the 1991 population census data processing centre located in Sydney.

Note: Any differences between totals and sums of components are due to rounding.

During 1990-91 a Resource Effectiveness and Coordination Branch was formed within the Coordination and Management Division in Central Office. The position of Assistant Statistician, Resource Effectiveness Project, with its responsibilities widened to include the planning, legislation and secretarial functions, was moved and redesignated to head the new Branch.

## MANAGEMENT AND PLANNING

The diverse activities involved in providing official statistical services require a considerable management effort to marshal resources in an optimal fashion. The ABS recognises that it is impossible to satisfy all demands, and seeks to react positively and responsibly to the needs of its users. At the same time, the ABS is conscious of the constraints on public spending and on the workload placed on respondents to its collections.

The ABS has adopted a strategic management approach, with the first corporate plan being produced in 1987. Information about the development and introduction of the plan, including an outline of the ABS's mission, its corporate ethos, and its broad objectives, was included in the ABS annual report for 1986-87. The 1991 plan was released recently. It maintains the objectives set out in the 1987 plan, and builds upon this plan by providing an up-to-date set of strategies for achieving these objectives.

Flowing from the corporate plan, the ABS maintains a three-year forward work program, which is 'rolled forward' by one year each year. The infrastructure for this program is a set of 46 program components and 108 sub-components. Work programs are developed, resources are allocated and performance indicators are established at these levels.

Each year the relative priorities and competing resource requirements of all program components are formally and extensively considered by senior management. Particular attention is given to:

- The extent to which particular statistical activities continue to be justified vis-a-vis other work for which a demand has been expressed by users.
- The costs imposed on respondents to collections, in terms of time, effort and loss of privacy.
- Prospective total resources available to the Bureau within the three-year period.
- The market potential and revenue implications of the various initiatives proposed.
- Productivity gains which have been achieved or which might be possible in the future.
- Total demands on the service areas which the proposed forward work program would entail.

Proposals from managers of program components are considered by senior management, and the forward work program and estimates which emerge are then examined by the Australian Statistics Advisory Council, reconsidered in the light of its advice, and submitted to the Minister. Staff and financial estimates are forwarded to the Department of Finance at the appropriate stages.

The culmination of each year's planning cycle is a comprehensive document describing the ABS's proposed work program for the ensuing triennium and the associated performance indicators and deployment of resources proposed. This document is available for public scrutiny and comment.

The external resource environment is now characterised by fixed financial budgets with variations, negotiated in advance, to allow for major cyclical activities (such as conduct of the population census). For the first year of the forward work program resources are allocated, and then controlled and monitored, at the division and office level of the Bureau. The allocations are reviewed periodically during the year to take account of experience and any changes in circumstances that have occurred or are foreseen.

Regular assessments are made to ascertain whether the goals set down in the work program are being achieved. Heads of Central Office branches and of State offices report formally to senior management, on an annual basis, on achievements against the agreed goals and performance indicators. In this way overall managerial effectiveness is monitored and senior staff both in Central Office and in State offices have an opportunity to discuss problems with senior management of the ABS.

This management and planning system is further enhanced by periodic meetings of senior officers of the Bureau to consider general policy and statistical and administrative matters. One of the standing items on the agenda is the ABS work program, which is discussed in detail before presentation to the Advisory Council.

From time to time, inter-office conferences are held of representatives of subject matter or service units, or those engaged on particular projects. The benefits in communication across a geographically dispersed organisation are significant.

In addition senior management meets regularly to review sales performance and progress against marketing strategies, and to oversight the management of technology, including the introduction of new technology.

The ABS is developing an agency evaluation plan and integrating evaluation within its corporate planning and decision-making processes. The Australian Statistics Advisory Council will consider a draft ABS evaluation plan in conjunction with its consideration of the 1992-93 to 1994-95 forward work program in November 1991.

Major reviews of the following matters are currently underway and are likely to form part of the first set of agency evaluations:

- Major statistical classifications
- Financial accounting requirements
- Environment statistics

The ABS supports social justice through provision of statistics needed by government and community groups for development and monitoring of strategies to achieve social justice objectives. The ABS also takes steps to overcome linguistic and cultural barriers in the collection of data.

## 4 STATISTICAL OPERATIONS SUB-PROGRAM

### OBJECTIVE

*The objective of the statistical operations sub-program is to contribute to the statistical goals of the Australian Bureau of Statistics by:*

- *Maintaining a balanced, timely, relevant statistical service.*
- *Ensuring product quality.*
- *Extending and improving the statistical service.*
- *Promoting statistical standards, classifications and frameworks.*
- *Coordinating the statistical activities of other government agencies.*
- *Balancing benefits to users with public and private costs of collection.*
- *Being cost efficient and increasing productivity.*

### DESCRIPTION

The statistical operations sub-program operates in response to the statistical needs of governments and the wider community, taking into account the public and private costs associated with collecting, processing and disseminating statistical information. At the broad level, the activities undertaken within the sub-program include:

- Collection, processing, analysis and dissemination of statistics.
- Coordination of the statistical activities of other agencies (through coordination reviews, participation in national and State statistical committees and through the ABS outposted and statistical consultancy services).
- Provision of professional statistical support (through outposted officers and consultancy work).
- Development, maintenance and promotion of statistical standards, classifications and frameworks.

The work program of the statistical operations sub-program is determined after extensive consultation with governments, businesses and community groups and with the advice of the Australian Statistics Advisory Council. In determining the



work program, account is taken of the needs of users, the benefits of statistics, the load on respondents and the costs associated with the activities.

Complaints received by the ABS from outside the Australian Public Service relate mainly to the work of the statistical operations sub-program, particularly in regard to the collection of data. As the number of complaints is small it has not been found necessary to establish a separate mechanism for handling them. They are handled by the individual areas within the ABS responsible for the activities that are the subjects of the complaints. The number of written replies to complaints about respondent load is shown below among the performance indicators for the statistical operations sub-program. Action taken to reduce respondent load is described in the reviews of relevant program components later in this chapter.

The statistical operations sub-program depends on the corporate services sub-program for personnel and resource management and executive management. Individual components within the sub-program have close links with a wide range of specific government programs which act as providers of data, users of statistical information and users of statistical coordination and consultancy services. Other agencies also co-operate with the statistical operations sub-program in providing a total statistical service.

## OUTPUTS

Printed publications are the traditional medium for release of official statistics. However, the ABS exploits all major avenues for dissemination of statistics, and releases data in many forms in addition to publications, including microfiche, computer-readable media (magnetic tape, floppy disk and CD-ROM) and on-line electronic access. This latter form of access includes the use of DISCOVERY, the Telecom national videotex service, to provide access to the main summary statistics; the provision of public access to a time series data base called AUSSTATS; and the use of the Telecom Keylink electronic mail system to provide a service called TELESTATS which delivers previously requested foreign trade statistics to subscribers and which provides main economic indicator statistics in a multi-access mail box from which users can select information. The ABS also provides a telephone recorded message service—'Dial-a-Statistic'—covering the most frequently sought information. In addition, the ABS operates a central information service in each of its offices, to provide a contact point for general inquiries about the availability of statistics or dissemination services, and an information consultancy service to respond to more complex inquiries.

In most fields, statistics more detailed than those initially released in publications and other forms can be obtained by approaching the ABS through its central information service.

Even with the array of measures described above, the ABS cannot in practice meet the needs of all users of statistics direct. Various information intermediaries therefore play an important role in disseminating statistics. These include all

branches of the media, libraries (general and specialised), commercial information networks, and business, academic and other research services.

Over recent years the ABS has been charging, at market prices as far as possible, for all its products and services whether or not they are being provided to governments or the community generally. The aims of this approach are to encourage users to address their real needs for statistics, to enable the demand for ABS products to be used as an indicator of how ABS resources should be used, and to raise revenue.

## PERFORMANCE

The performance of the statistical operations sub-program is shown below in terms of the following indicators:

- Dissemination of ABS outputs:
  - Number of ABS releases, classified by subject matter and frequency.
  - Details of other forms of dissemination.
- Resources expended on coordination and consultation services.
- Cost of the statistical operations sub-program.
- Revenue raised.
- Timeliness of the release of ABS statistics.
- Complaints about respondent load.

# Dissemination of ABS outputs

## ABS RELEASES (a) CLASSIFIED BY SUBJECT MATTER AND FREQUENCY

	<i>Annual</i>	<i>Quarterly</i>	<i>Monthly</i>	<i>Other</i>	<i>Total</i>
	Number				
NATIONAL ACCOUNTS, BALANCE OF PAYMENTS, FOREIGN INVESTMENT, FOREIGN TRADE AND PUBLIC AND PRIVATE FINANCE					
1988-89	34	70	168	5	277
1989-90	35	66	130	4	235
1990-91	42	65	96	8	211
AGRICULTURE, MINING, MANUFACTURING, CONSTRUCTION, DISTRIBUTION, TRANSPORT, SERVICES INDUSTRIES, SCIENCE AND TECHNOLOGY					
1988-89	84	140	472	39	735
1989-90	111	133	464	28	736
1990-91	91	117	443	36	687
ESTIMATES OF POPULATION, POPULATION PROJECTIONS, POPULATION CENSUS, VITAL STATISTICS AND MIGRATION					
1988-89	42	8	12	37	99
1989-90	30	8	12	46	96
1990-91	58	7	10	13	88
LABOUR FORCE, EMPLOYMENT CONDITIONS, PRICES AND HOUSEHOLD INCOME AND EXPENDITURE					
1988-89	29	56	134	16	235
1989-90	18	48	146	11	223
1990-91	17	48	146	20	231
EDUCATION, HEALTH, WELFARE, LAW, ORDER AND PUBLIC SAFETY					
1988-89	24	..	..	13	37
1989-90	23	..	..	15	38
1990-91	21	..	..	14	35
GENERAL					
1988-89	27	16	142	(r) 105	(r) 290
1989-90	40	16	142	(r) 144	(r) 342
1990-91	50	17	156	195	418
TOTAL					
1988-89	240	290	928	(r) 215	(r) 1 673
1989-90	257	271	894	(r) 248	(r) 1 670
1990-91	279	254	851	286	1 670

(a) Includes catalogue numbered publications and releases on microfiche, magnetic tape and floppy disk. (r) Revised.

# OTHER FORMS OF DISSEMINATION

	1988-89	1989-90	1990-91
AUSSTATS (Registered customers at 30 June)	160	145	34
TELESTATS -			
Foreign trade statistics (Number of subscribers at 30 June)	60	108	120
Main economic indicator statistics (Number of registered users at 30 June)	..	40	34
DISCOVERY (ABS frames accessed)	172 348	152 107	101 819
CD-ROM (Units sold) (a)	337	374	72
Inquiries serviced (Number)(b)	349 014	297 102	244 214
Dial-a-Statistic (Number of calls)	51 902	70 264	86 311

(a) Includes CDATE86 and regional profiles. (b) Telephone inquiries only for 1990-91. Prior to 1990-91 includes over-the-counter inquiries.

## Coordination and consultation services

### STAFF YEARS EXPENDED ON OUTPOSTING AND CONSULTANCY

	Commonwealth Government	State Government	Other	Total
Staff years				
1988-89				
Outposting	9.8	7.0	..	16.8
Consultancy	7.2	6.6	1.4	15.2
Total	17.0	13.6	1.4	32.0
1989-90				
Outposting	3.3	6.7	..	10.0
Consultancy	8.5	9.2	3.4	21.1
Total	11.8	15.9	3.4	31.1
1990-91				
Outposting	1.6	10.3	..	11.9
Consultancy	15.5	13.7	2.3	31.5
Total	17.1	24.0	2.3	43.4

## Cost of the statistical operations sub-program

### COST OF STATISTICAL OPERATIONS SUB-PROGRAM AT CURRENT AND CONSTANT (a) PRICES

	1988-89	1989-90		1990-91	
		(b)	(c)	(b)	(c)
		\$'000			
<b>TOTAL COST</b>					
Current prices	112 749	112 698	112 740	130 087	133 690
Constant prices (a)	89 697	84 538	85 023	93 722	96 319
<b>EXCLUDING POPULATION CENSUS DATA PROCESSING CENTRE</b>					
Current prices	112 749	112 098	112 740	118 450	122 053
Constant prices (a)	89 697	84 538	85 023	85 338	87 935

(a) 1984-85 prices, derived by applying the implicit price deflator for Commonwealth Government consumption expenditure (excluding Defence). Figures for 1989-90 have been revised from those shown in the 1989-90 annual report because of the availability of revised deflators. (b) Derived on basis consistent with data for 1988-89: excludes property operating expenses which were attributable to the ABS for the first time in 1989-90 (\$642 200 in 1989-90 and \$3 603 771 in 1990-91, at current prices). (c) Includes property operating expenses.

## Revenue raised

### REVENUE RAISED (a) AT CURRENT AND CONSTANT (b) PRICES

	Current prices			Constant prices (b)		
	1988-89	1989-90	1990-91	1988-89	1989-90	1990-91
	\$'000					
Publications, maps and other paper products	3 750	4 551	5 388	2 747	3 101	3 475
Microfiche, magnetic tapes and other electronic products and services (except CD-ROM)	537	606	646	393	413	417
CDATA86 and other CD-ROM products	517	207	202	379	141	130
Information consultancy services	321	1 187	1 945	235	809	1 255
Statistical consultancy services and 'user-funded' surveys	3	841	1 555	2	573	1 003
Other revenue	..	142	645	..	97	416
<b>Total</b>	<b>5 128</b>	<b>7 534</b>	<b>10 381</b>	<b>3 756</b>	<b>5 134</b>	<b>6 696</b>

(a) Revenue raised from sale of statistical products and services. Figures shown in annual reports for 1989-90 and earlier years included revenue from other sources. (b) 1984-85 prices, derived from movements in the consumer price index, weighted average of eight capital cities.

## Timeliness of the release of ABS statistics

### TIME BETWEEN END OF REFERENCE PERIOD AND RELEASE OF DATA

	1988-89	1989-90	1990-91
Average number of elapsed days			
<i>MAIN ECONOMIC INDICATOR STATISTICS</i>			
Monthly	(r) 43	42	41
Quarterly	(r) 75	(r) 70	69
<i>OTHER STATISTICS</i>			
Monthly	(r) 47	(r) 43	42
Quarterly	(r) 110	(r) 108	111
Annual	(r) 269	(r) 269	272

(r) Revised.

## Complaints about respondent load

### WRITTEN REPLIES TO BUSINESS COMPLAINTS AND MINISTERIAL AND STATISTICIAN'S REPLIES ABOUT RESPONDENT LOAD

	1988-89	1989-90	1990-91
Number			
Replies to business complaints	56	51	46
Ministerial replies	3	..	..
Statistician's replies	8	3	4

## REVIEW OF COMPONENTS

The remainder of this chapter reviews the activities and achievements of each component of the statistical operations sub-program during 1990-91 (except the Divisional administrative support components).

### Information services

The information services component distributes printed ABS publications through ABS Bookshops and through a subscription mailing service; provides a central information service to supply, in response to inquiries, statistical information that is quickly and routinely available; and provides an information consultancy service on a fee-for-service basis for clients with more complex information needs. It also provides a library service to ABS staff and to external users of national and international statistical material.

The telephone numbers, facsimile numbers and addresses of the central information service in all ABS offices are listed on pages 136 and 137.

Some details of information services provided over the past three years are shown in the performance indicators for the statistical operations sub-program (see pages 19 to 23). Additional details are included below.

### *Central information service*

Telephone inquiries to the central information service are channelled through a telephone queuing system which in 1990-91 handled approximately 240 000 calls. Inquiries which can be serviced quickly (the majority) are answered immediately; inquiries which are more complex are referred to the information consultancy service. This facility allows staff to devote more attention to providing a range of information services tailored to individual clients' needs, thereby assisting the client in the application of the information to the issue at hand.

During 1990-91, the service produced some products specifically tailored to the needs of secondary school curricula, and offered schools a range of other relevant publications at a discounted price.

The central information service in the ABS Central Office in Canberra also supplies statistical information, as required, to international organisations.

The ABS Bookshops in all ABS offices complement the publications subscription mailing service (see below) by satisfying individual requests for ABS publications. During 1990-91 the Bookshops sold publications with a total value of \$1.3 million.

A telephone recorded message service—'Dial-a-Statistic'—is provided from most ABS offices. In the Sydney, Melbourne, Brisbane, Perth and Adelaide offices the message covers the most frequently sought series, including the consumer price index and monthly labour force statistics. In Canberra, the service also provides information about forthcoming data release dates.

### *Subscription service*

The subscription service continues to be the main source of cost recovery by the ABS. It supplies a wide range of users of statistics with a large number of ABS publications. The majority of subscribers are business enterprises and other private sector users (54%). Commonwealth, State and local government departments and authorities account for 19% of subscriptions, educational institutions 11% and public libraries 7%, leaving 9% in other categories. These subscribers have on order about 250 000 publications and products. In 1990-91 subscription service sales accounted for about 31% of total ABS gross revenue from sales of statistical products and services.

During 1990-91, emphasis was placed on further improving client services mainly through improved responsiveness in processing users' requirements for publications. It is planned to develop a new subscription services computer system to become operative on 1 July 1992. It will offer additional facilities and further improvements in the service provided to clients.

### *Library service*

The ABS Library provides a library information service to ABS staff and to the public in national and international statistics and maintains a collection of statistics and economics literature. In addition, it conducts an 'outreach' program to other libraries with collections of ABS material to promote understanding by librarians and their user communities of the range of ABS statistical products and services.

Activities and achievements during the year included:

- Widening of the outreach program, with the aim of including all libraries receiving complimentary publications and products from the ABS.
- Progress on developing a profile of the Library's existing client groups, with the aim of better targeting the Library's services to the needs of these groups. Within the ABS, a program of interviews with senior managers has been commenced to establish the information needs of their areas of responsibility.
- Commencement of automation of all the Library's functions, by installation of the AWA SEA-URICA library system.

### **Publishing**

The publishing component provides a publishing service for ABS products produced as printed publications and microform.

Printed publications range in size from a few pages containing monthly or quarterly key indicator series to major volumes such as the Australian and State year books. All publications are listed and described in the annual *Catalogue of Publications and Products* (ABS Catalogue No. 1101.0). The volume of publication activity is indicated in the following table.



## PUBLICATIONS ISSUED, 1990-91

	Annual	Quarterly	Monthly	Other	Total
Number of titles					
Central Office (Canberra)					
– National publications	91	43	42	93	269
New South Wales Office	19	3	5	6	33
Victorian Office	16	3	5	9	33
Queensland Office	38	5	6	5	54
Western Australian Office	24	3	4	5	36
South Australian Office	26	4	6	4	40
Tasmanian Office	22	4	5	4	35
Northern Territory Office	6	3	2	4	15
Central Office (Canberra)					
– Australian Capital Territory publications	3	2	..	2	7
<i>Total</i>	<i>245</i>	<i>70</i>	<i>75</i>	<i>132</i>	<i>522</i>

Several major aspects of ABS publishing activity were reviewed during 1990-91.

In December 1990 the Communications Research Institute of Australia (CRIA) was engaged to evaluate the effectiveness of ABS publications as a communications medium. Its preliminary findings identified the need to significantly improve the presentation of statistical information in ABS publications, based on a better understanding of our audience's requirements. CRIA has been commissioned to perform audience testing of selected publications with a view to developing a set of guidelines for good presentation which may be applicable to the broader range of ABS publications.

In January 1991, a consultant was engaged to review *Year Book Australia* (ABS Catalogue Nos 1300.0 (soft cover) and 1301.0 (hard cover)) and make recommendations for improvements in aspects such as presentation, style and content. Improvements based on the recommendations are to be implemented in the 1992 and 1993 editions of *Year Book Australia*.

In addition, a review of publication preparation facilities and processes used within the Central Office was commenced. The objective of the review is to substantially simplify the overall process by identifying a single set of procedures or systems for publication production. These procedures or systems would reduce the amount of training required and make the skills that are necessary in author areas more transferable. The review is looking for both efficiency and effectiveness gains.

#### *Release practices of official statistical agencies*

In recent times, increasing attention has been paid to the need for official statistical agencies to adopt an evenhanded approach to the release of data. The ABS has been recognised by a Working Party on Official Statistics in the United Kingdom as one of the leaders in having in place a sound statistical release practice.

The proposed release dates of sensitive ABS statistics are publicized well in advance to ensure that the timing of release is seen to be governed solely by statistical considerations. The ABS does not give prior access to statistical releases, except for very limited periods and in very limited circumstances in accordance with publicly known and accepted ground rules. Further, the ABS does not release statistics on a restricted basis.

These procedures are designed to ensure that there is, and is seen to be, an evenhanded approach to all users and potential users of statistics. The ABS sees such evenhandedness as vital, to ensure that its independence and integrity are maintained, both in reality and in the perception of Parliament and the public.

The procedures comply with a recommendation in the report of the Committee on Data Systems (the Crisp Committee) in 1974 to the then Prime Minister that

The statistical service should ... treat all users equally and, subject only to confidentiality provisions and resources, its output should, in principle, be available to government and private users alike. [From paragraph 77 of the report.]

The recommendations of the Committee were accepted by the then Government, and have continued to command the support of all parties in the Australian Parliament.

The release of national accounts on budget night in years prior to 1991 was an important exception to the ABS's release practices. In past years, the June quarter estimates of national income and expenditure have usually been released in conjunction with the Commonwealth budget papers at 7.30pm on budget night. For a number of years only the main tables were released at that time with the main publication coming out some time later. The systems used to produce the June quarter estimates have been progressively improved so that the national accounts for the June quarter will normally be available for release before budget day. As a result, the publication *Australian National Accounts : National Income and Expenditure* (ABS Catalogue No. 5206.0) for June quarter 1991 was released on 15 August, prior to the budget, in 1991.

### Electronic dissemination

The electronic dissemination component provides a range of support services for the dissemination of ABS products and services in computer-readable form. With advances in telecommunications and increasing community access to computing facilities, there has been a growing demand for statistics in forms suitable for access, storage and manipulation by computer. Growing numbers of users require immediate access to newly-released statistics and the ability to transfer and manipulate data from large data bases on demand.

Considerable progress was made in 1990-91 in improving electronic dissemination services. The IBM 'common user interface' standard was adopted for electronic products designed for the personal computer market and significant progress has

been made towards applying the standard to all electronic products in this group. In addition, data supplied on these products are progressively being converted to standard Lotus worksheet or compatible formats. Development of facilities to enable centralised certification and quality assurance for electronic products is expected to be completed during 1991-92.

Some details of electronic dissemination activities over the past three years are shown in the performance indicators for the statistical operations sub-program (see pages 19 to 23).

The current ABS services which make use of electronic media are reviewed briefly below. More detailed descriptions of the services offered are given in *Catalogue of Electronic Products* (ABS Catalogue No. 1111.0).

#### *DISCOVERY Statistical Information Service*

Through DISCOVERY, the Telecom national videotex service, the ABS provides *DISCOVERY Statistical Information Service* (ABS Catalogue No. 1402.0) which gives electronic access to summary statistics from 59 ABS publications. Users can obtain main economic statistics instantly at the time of their release.

#### *AUSSTATS Time Series Service*

*AUSSTATS Time Series Service* (ABS Catalogue No. 1401.0) is an on-line data service comprising a time series data base and supporting software. The service offers users:

- On-line access to a wide range of ABS time series data.
- As far as possible, an uninterrupted 24-hours-a-day seven-days-a-week service.
- Access to data at the time of its release in a printed publication, or shortly after.

During 1990-91 a completely redesigned and far more user-friendly service, called PC-AUSSTATS, was developed for introduction on 1 July 1991. The main additional features of this service are:

- ABS-supplied software, to run on users' microcomputers, which provides the functionality necessary to perform data-selection, retrieval and basic data-manipulation operations.
- Easy-to-use efficient data-downloading capabilities.

## *TELESTATS electronic mail services*

The TELESTATS services offered by the ABS use the Telecom Keylink electronic mail system to deliver statistical information to subscribers. The following two services are offered:

- *Foreign Trade: Special Returns Service—Electronic Delivery* (ABS Catalogue No. 5463.0), which delivers prespecified foreign trade statistics to individual subscribers' electronic mailboxes. A subscriber may request, for example, returns each month showing trade in a range of commodities specified by the subscriber.
- *Main Economic Indicator TELESTATS Service* (ABS Catalogue No. 1403.0), which provides main economic indicator statistics in a multi-access electronic mailbox from which up to 299 registered users can simultaneously select information. The service offers 32 main features tables and 143 full tables from the 26 main economic indicator publications. Balance of payments and consumer price index statistics are made available progressively over a period of two to fifteen minutes after their release in printed publications. All other statistics offered by the service are available at their release time.

## *Magnetic tape services*

In recent years a growing volume of data has been made available on magnetic tape. Currently the ABS has 34 standard tape services. In addition data are made available on tape on an ad hoc basis. Each tape is accompanied by documentation containing the technical and other information needed for it to be used effectively.

## *Floppy disk services*

The ABS has developed systems for providing data on floppy disk in formats which can be read by the majority of personal computer systems. Most ABS data are available on floppy disk.

## *CD-ROM services*

The most significant CD-ROM (compact disk read only memory) product released by the ABS is *CDATA 86—Census of Population and Housing: Summary data on CD-ROM* (ABS Catalogue No. 2522.0). It comprises an extensive range of 1981 and 1986 population census data on CD-ROM together with documentation and software to provide a complete system for retrieving, manipulating, tabulating and mapping the data using a microcomputer. It was developed and is being marketed by the ABS in conjunction with a private enterprise company, Space-Time Research Pty Ltd. Since its launch in February 1988, over 800 copies of the product have been sold yielding revenue in excess of \$2 million.

It is proposed to produce *CDATA 91*, a CD-ROM product containing data from the 1981, 1986 and 1991 population censuses.

## Marketing

The marketing component has responsibility for providing leadership on a range of marketing issues, including development and maintenance of a marketing plan for the ABS and improvement of the ABS's understanding of its markets, as a basis for extending and improving the statistical service provided by the ABS, enhancing its reputation for professionalism, integrity and reliability, and identifying opportunities for increasing ABS revenue. In addition, the marketing component provides marketing and customer relations training support for other ABS program components.

Activities and achievements during the year included:

- Assisting the ABS to achieve in 1990-91 a 38% increase in revenue from statistical products and services.
- Market research projects to identify needs and attitudes of clients for ABS products and services, as a basis for raising awareness of them within the ABS.
- Two major market research projects which canvassed both public and private sector clients and revealed opportunities for improving the service the ABS provides. The results form a basis for input to a strategic marketing plan to guide the progress of marketing activities throughout the Bureau.
- Establishment of ongoing research into client satisfaction levels, to provide a measure of the effectiveness of marketing initiatives and service delivery.
- Establishment, in close collaboration with the personnel management program component, of a strategy for staff development and training aimed at improving the marketing and client service skills of staff.
- Successful promotion of a number of ABS products and services, including a new monthly publication *Australian Economic Indicators* (ABS Catalogue No. 1350.0).

## National accounts

The national accounts component produces a range of statistics which together form the Australian system of national accounts. It summarises, in a systematic and comprehensive way, the economic transactions that take place in the Australian economy and between Australia and the rest of the world. The usefulness of the accounts derives largely from the way in which data are brought together from all available sources and presented in a conceptually consistent way both for a given

period and over time. The accounts basically accord with the recommendations contained in the United Nations *System of National Accounts*.

To present an up-to-date picture of the national economy, summary national income and expenditure accounts at both current and constant prices are published as soon as possible after the end of each quarter. However, much of the more reliable information needed for the accounts does not become available until some time after the publication of preliminary figures. Therefore, estimates for the most recent quarters are revised as additional information becomes available.

A more detailed and firmer picture of the national economy is provided in annual and periodic national accounts statistics such as annual national income and expenditure estimates and input-output tables (triennial from the 1986-87 reference year).

Activities and achievements during the year included:

- Improved timeliness of input-output tables with the 1986-87 issues of *Australian National Accounts: Input-Output Tables* (ABS Catalogue No. 5209.0) and *Australian National Accounts: Input-Output Tables Commodity Details* (ABS Catalogue No. 5215.0) being released in December 1990, three and a half years after the reference year.
- Extension of State accounts to provide quarterly estimates of State gross fixed capital expenditure in *Australian National Accounts: National Income and Expenditure* (ABS Catalogue No. 5206.0).
- Release of a detailed paper on investigations into estimating multifactor productivity for Australia, *Occasional Paper: Estimates of Multifactor Productivity, Australia* (ABS Catalogue No. 5233.0).
- Release of a new publication, *Australian National Accounts: Input-Output Multipliers 1986-87* (ABS Catalogue No. 5237.0), which presents output, employment, income and imports multipliers for 1986-87.
- Presentation at an OECD meeting of national accounts experts of a paper on regional accounting entitled *Regional Accounts: The Australian Experience*.
- Development of a new format for the floppy disk service; it enables quarterly national accounts tables to be read directly into the most commonly used microcomputing spreadsheet packages.

### International accounts

The international accounts component produces statistics and related information on the balance of payments, international economic transactions and foreign financial

assets and liabilities. Balance of payments and foreign investment statistics are published in monthly, quarterly and annual releases, and statistics more detailed than those published are available on request. Details of international trade in services are published biennially. Unit record files containing foreign participation characteristics of enterprises are produced periodically for use by other ABS components to undertake studies of foreign control.

Activities and achievements during the year included:

- Release of the second edition of a comprehensive publication, *Balance of Payments, Australia: Concepts, Sources and Methods* (ABS Catalogue No. 5331.0).
- Conduct of a survey of international trade in services in respect of 1989-90, with results released early in 1991-92. This is the second in a series of biennial surveys.
- Review of a regular survey of non-trade foreign receipts and payments, which produces data used in the estimation of a number of services, income and transfers items in the current account. This survey is expected to be replaced by two smaller and better targeted surveys during 1991-92.
- Commencement of a review of strategies associated with the compilation of transportation services estimates in the current account.
- Enhancement of the presentation of the monthly publication, *Balance of Payments, Australia* (ABS Catalogue No. 5301.0) in order to improve the analytical usefulness of the publication.
- Assistance to countries in South-East Asia by provision of a lecturer for a South-East Asian Central Banks Research and Training Centre course on balance of payments projections and analysis.
- Staged introduction of 'electronic forms' for electronic reporting in foreign investment collections. The aim is to reduce respondent load and ABS processing costs as well as to improve the quality of foreign investment statistics.
- Redesign of collection forms for the regular survey of foreign investment to reduce the reporting load on respondents and improve the accuracy of reporting.
- Rationalisation and standardisation of procedures for respondent contact.
- Introduction of a new collection to measure financial flows associated with foreign investment in Australian real estate.

## Foreign trade

The foreign trade component provides detailed statistics on the composition of Australia's merchandise export and import trade and international cargo movements. The statistics are available in a range of publications, on microfiche and magnetic tape, and through special returns which provide regular information on individual commodities to subscribers by either post or TELESTATS (an electronic mail service). Customised data are also available on an ad hoc or subscription basis through a number of different media. The component also maintains the statistical classifications for use by importers and exporters in completing customs documentation.

Activities and achievements during the year included:

- Ongoing implementation of Phases 1 and 2 of the Australian Customs Service electronic system (EXIT) for lodging and processing exports information.
- Progressive implementation of recommendations of a review of the component's computer processing system. This will result in improved data quality and timeliness, increased system flexibility, improved delivery of statistical services to clients and significant resource savings.
- Implementation of a high speed, easy-to-use microcomputer dissemination facility (FASTTRACCS) for use by the ABS central information service to respond to ad hoc requests for foreign trade statistics. Increased revenue and resource efficiencies have been realised.
- Progressive implementation of the recommendations of a review of confidentiality practices and procedures. These recommendations will minimise the impact, on trade statistics users, of embargoes on release of data and result in resource savings through the automation of embargo reviews.
- Continuation of a detailed review of clients' needs for selected publications, microfiche and magnetic tape.
- Evaluation of the prospects for further harmonisation of the concepts, definitions, classifications and methodologies used in the compilation of merchandise trade statistics in Australia and New Zealand.
- Publication of the results of a study into factors affecting the reconciliation of Australia's merchandise trade statistics with those of its trading partners, as the feature article in the June 1991 issue of *Australian Economic Indicators* (ABS Catalogue No. 1350.0).



## Consumer income and expenditure

The consumer income and expenditure component compiles the consumer price index (CPI) and a range of producer and foreign trade price indexes. The component also produces household income, expenditure and related housing statistics and is responsible for development, compilation and dissemination of statistics from regular household income and expenditure surveys.

The CPI measures the change each quarter in the cost of purchasing a constant basket of consumer goods and services. House price indexes compiled for use in calculating the mortgage interest charges component of the CPI are published separately and provide estimates of the change each quarter in housing prices. The producer and foreign trade price indexes address broader economic concerns and include price indexes of inputs and outputs of manufacturing industry, materials used in the building industry, exports and imports.

Activities and achievements during the year included:

- Presentation of a submission and evidence to the House of Representatives Standing Committee on Finance and Public Administration for its inquiry into the Auditor-General's *Audit Report No. 10, 1990-91: Australian Bureau of Statistics—Data collection for the Consumer Price Index*. The Committee's report, entitled *Cars, Prawns and Interest Rates*, was tabled in the House on 6 June 1991.
- Implementation of the first phase of a new computer system to process the CPI. The new system addresses many areas for improvement highlighted by the Audit Report.
- Commencement of work on a review and rebase of the CPI.
- Completion of a review and rebase of the price index of articles produced by manufacturing industry.
- Completion of a review and rebase of the export price index.
- Release of a new publication, *Producer and Foreign Trade Price Indexes, Concepts, Sources and Methods* (ABS Catalogue No. 6419.0).
- Conduct of the 1990-91 income survey.
- Dissemination of the main statistical products from the 1988-89 household expenditure survey: *Household Expenditure Survey, Australia: Household Characteristics* (ABS Catalogue No. 6531.0), *Household Expenditure Survey, Australia: Household Expenditure by States and Territories* (ABS Catalogue No. 6533.0) and *Household Expenditure Survey, Australia: Detailed*

*Expenditure Items* (ABS Catalogue No. 6535.0), and a sample file described in *Information Paper: Household Expenditure Survey, Australia: Sample File on Magnetic Tape* (ABS Catalogue No. 6544.0).

### Financial accounts

The financial accounts component provides statistics of the lending activity and financial structure of financial institutions including banks, building societies, finance companies, credit unions, cash management trusts and superannuation funds. It is also developing quarterly flow of funds accounts showing the financial flows between the institutional sectors of the economy and between those sectors and the rest of the world.

Activities and achievements during the year included:

- Completion of reviews of monthly statistics of housing finance, personal finance, lease finance and commercial finance. The reviews recommended improved form design and more relevant statistics, to be introduced from July 1991.
- Continuation of reviews of annual statistics of financial institutions. The work to date has resulted in the replacement of publications with outputs tailored to the requirements of individual users.
- Release of the first flow of funds statistics in *Australian National Accounts: Flow of Funds, Developmental Estimates, March and June Quarter 1989* (ABS Catalogue No. 5232.0). Work continued on resolving imbalances between the estimates and other national accounts statistics, resulting in modifications to a number of data sources.
- Commencement of a new quarterly statistical publication, *Assets of Superannuation Funds and Approved Deposit Funds* (ABS Catalogue No. 5656.0).
- Commencement of work to produce a directory of superannuation statistics aimed at informing readers about statistics available on superannuation and related topics.

### Public sector accounts

The public sector accounts component provides statistical information on revenue, outlay, financing transactions and net indebtedness of Commonwealth, State, Territory and local governments and their trading enterprises. In addition to a range of annual publications, quarterly statistics are compiled for inclusion in the national accounts, and detailed financial statistics about individual local government authorities are provided on magnetic tape and microfiche.

Activities and achievements during the year included:

- Successful introduction of direct transfer and input of data for the Queensland budget sector from floppy disk supplied by the Queensland Treasury, and further development of direct transfer and input of data for the Commonwealth budget sector from magnetic tape supplied by the Department of Finance and for the Tasmanian budget sector from floppy disk supplied by the Tasmanian Treasury.
- Continuing assistance to the Tasmanian, Northern Territory and Australian Capital Territory Treasuries in the introduction of ABS concepts to their budget documentation.
- Release of statistics of public sector indebtedness at 30 June 1988, with estimates of indebtedness at 30 June 1989 and 1990, in *Public Sector Debt, Australia* (ABS Catalogue No. 5513.0).
- Participation with Commonwealth and State treasuries and the Commonwealth Department of Finance in a working party on uniform presentation of government financial information. The working party's recommendations were endorsed by the May 1991 Premiers' Conference. Their implementation will improve the timeliness and accuracy of the component's statistics.
- Completion of a review of local government finance statistics, resulting in reduced use of resources in compiling the statistics. Savings have been made by reducing the degree of editing of the data and the amount of detail produced.
- Organisation of, and participation in, a course in Canberra on government finance statistics presented by the International Monetary Fund and attended by representatives from 17 countries in the South-East Asia and Pacific regions.

## Agriculture

The agriculture component aims to provide a balanced range of commodity and financial statistics relating to agriculture. The main elements involve the conduct of an annual agricultural commodity census, a number of commodity surveys, an agricultural finance survey, and the production of a range of derived statistics including estimates of the value of agricultural commodities produced and the apparent consumption of foodstuffs and nutrients.

The agriculture component also coordinates the ABS's activities in the field of environment statistics. It encourages development and introduction of standard concepts and classifications in this field.

#### Activities and achievements during the year included:

- Conduct of the 1989-90 annual agricultural census, and a further review of the content and methodology for future censuses. The content of the 1990-91 census was reduced and user funding was provided to enable the continued collection of detailed varietal data for some horticultural commodities. Funding was also made available to include questions in the 1990-91 census on the use of soil conditioners in Western Australia.
- Preparation for a user-funded survey of livestock producers in Western Australia to assess the incidence of and methods used for supplementary feeding. The survey is to be conducted during 1991-92.
- Design and provision of a sample of lamb producers to the Australian Meat and Livestock Corporation to enable that organisation to conduct a lamb turnover survey.
- Release, in January 1991, of preliminary results from the 1989-90 agricultural finance survey, in *Agricultural Industries, Financial Statistics, Australia, First Preliminary Estimates* (ABS Catalogue No. 7509.0).
- Investigation of international statistical frameworks in the field of environment statistics. Work is proceeding to use the United Nations framework to compile a compendium of Australian environment statistics.
- Development of a household survey to collect data on environmental issues, attitudes and conservation practices.
- Development of questions for the 1990-91 manufacturing and mining census forms related to pollution abatement expenditure.

#### Mining

The mining component conducts an annual census of the mining industry. The census provides data on the structure and operations of the industry, comparable with those available in respect of other sectors included in the rotating economic census program. Quarterly collections of mineral and petroleum exploration are also undertaken.

#### Activities and achievements during the year included:

- Release of results from the 1988-89 census of mining establishments in October 1990 in *Census of Mining Establishments: Details of Operations by Industry Class, Australia* (ABS Catalogue No. 8402.0) and other publications.

- Release, in November 1990, of details of mineral production in Australia for 1988-89 in *Mineral Production, Australia* (ABS Catalogue No. 8405.0).
- Development of a survey of the use of technology in the mining industry to be undertaken during 1991-92.

## Energy

The energy component coordinates and develops the ABS's role in the provision of statistics relating to energy use, and is currently examining the demand to collect additional data in this field. The component also meets ongoing requests for data from the most recent surveys of energy use in the household and industry sectors.

## Manufacturing

The manufacturing component aims to provide a range of statistics relating to the structure, financial operations and activities of manufacturing industry. Collections include the annual census of manufacturing establishments and monthly and quarterly surveys of manufacturing production.

Activities and achievements during the year include:

- Release, in February 1991, of final results from the manufacturing census conducted in respect of 1988-89, in *Manufacturing Industry, Details of Operations, Australia* (ABS Catalogue No. 8203.0).
- Revamping of monthly and quarterly commodity production statistics publications, following an increase in the range of commodity items.
- Increased efficiencies which resulted in improved timeliness of publications.
- Conduct of the 1989-90 manufacturing census. This was a 'full-scale' census (collecting data which are collected only triennially), including collection of data on commodity production and materials used.
- Introduction of a new quarterly publication of industrial production at constant prices, *Quarterly Indexes of Industrial Production, Australia* (ABS Catalogue No. 8125.0).

## Distribution and services industries

The distribution and services industries component produces monthly statistics on retail trading and conducts periodic censuses or large scale surveys of retail, wholesale and services industries, to provide a detailed picture of the structure of these industries. It also coordinates the provision of statistics on small businesses.

Activities and achievements during the year included:

- Improvement in the timeliness of the monthly publication *Retail Trade, Australia* (ABS Catalogue No. 8501.0).
- Rebasings of the monthly retail trade series following the implementation of improved survey framework updating procedures.
- Release of industry-specific publications from the first ABS survey of major business and professional services industries (ABS Catalogue Nos 8663.0 to 8673.0). Industries covered by the survey include real estate agents; architectural, surveying, engineering and other technical services; legal and accounting services; computing and advertising services; debt collection, credit reporting, cleaning, pest control and security services. More detailed results have been made available in a series of industry-specific specialised data services.
- Extensive consultation with users of statistics on their requirements for statistics of retail, wholesale and service industries. A report on user requirements for retail statistics has been prepared and circulated to interested users.
- Assistance to the Statistical Advisory Group of the Cultural Ministers Council in further development and processing of information obtained by government agencies on the subsidised component of the 'culture-leisure industry'.
- Preparation of a revised edition of the compendium publication *Small Business in Australia* (ABS Catalogue No. 1321.0).
- Undertaking a study into the feasibility of a small business statistics data base, which included extensive consultation with users on their requirements.

### Construction

The construction component produces monthly statistics of building approvals and dwelling commencements reported by local governments and other approving authorities; conducts quarterly surveys of building activity and engineering construction activity; conducts a periodic survey to provide details of the structure, inputs and outputs of the construction industry; and includes a housing statistics unit, which is a research and development group set up to provide a central focus for users of housing-related statistics.

Activities and achievements during the year included:

- Increased efficiency through exclusion of smaller building jobs from approvals and activity collections.

- Assistance to local government authorities to develop electronic capture of building approvals data, with the aim of increased efficiencies for authorities (in supplying the data) and the ABS (in processing the data).
- Establishment of a housing statistics unit to provide a central focus for users of housing-related statistics.
- Participation in the development of a housing preferences survey and a first home buyers survey (for input to the National Housing Strategy).
- Coordination of housing statistics through the Housing Statistics User Advisory Group and liaison with other organisations on the National Housing Strategy.

## Transport

The transport component provides monthly and annual statistics on new motor vehicle registrations and road traffic accidents involving fatalities, quarterly statistics on interstate road freight movements, and annual statistics on road traffic accidents and interstate freight movements; and conducts a triennial survey of motor vehicle use and an associated motor vehicle census, and a periodic survey of the transport industry.

Activities and achievements during the year included:

- Review of sample design and editing systems for the 1991 survey of motor vehicle use, resulting in a sample 40% smaller than that for the 1988 survey, with consequent savings and lowering of respondent load.
- Development of a new computer processing system for the motor vehicle collections to provide more efficient processing and maintenance.
- Development and marketing of a package of data on floppy disk from the 1988 motor vehicle census for use on microcomputers, *TRANSTATS* (ABS Catalogue No. 9312.0), for more effective dissemination of data from the census.
- Commencement of work on development of a conceptual framework for the collection and dissemination of transport statistics.

## Tourism

The tourism component covers coordination and dissemination of tourism-related statistics compiled by the ABS, as well as a quarterly survey of tourist accommodation establishments.

#### Activities and achievements during the year included:

- Development of a draft conceptual framework for tourism statistics. The framework has generated considerable interest both in Australia and overseas and was the subject of a presentation to the World Tourism Organisation conference in Ottawa in 1991.
- Development of a new methodology for conduct of a domestic travel expenditure survey.
- Implementation of quality improvement principles and techniques in the survey of tourist accommodation, facilitated by external consultants.

#### Business surveys

The business surveys component provides some of the main quarterly indicators of current and future economic activity through the production of estimates of actual and expected new capital expenditure, stocks, actual and expected manufacturers' sales and company profits from quarterly surveys of private sector businesses. The component is also responsible for the conduct, on a timely basis, of ad hoc industry surveys and the provision of mailout and industry consultancy services.

#### Activities and achievements during the year included:

- Publication of estimates of new capital expenditure for the construction industries, in *Private New Capital Expenditure, Australia, Actual and Expected Expenditure* (ABS Catalogue No. 5626.0).
- Development and conduct of a survey of investment and exports by the manufacturing sector in Queensland for 1989-90.
- Development of methodologies for assessment of the government paper burden on small businesses, as part of the Government's response to the House of Representatives Standing Committee on Industry, Science and Technology report *Small Business in Australia: Challenges, Problems and Opportunities* (the Beddall Report).
- Completion of consultancy services, including special tabulation services, for the Industry Commission with respect to a survey of waste management practices of local councils.
- Successful completion of a survey of the textiles, clothing and footwear industries, primarily for the Textiles, Clothing and Footwear Development Authority.



## Science and technology

The science and technology component provides statistics on research and experimental development (R&D). A monitoring and coordinating role is also performed in the areas of science and technology statistics generally.

Activities and achievements during the year included:

- Publication of results from the 1988-89 R&D survey and the 1989-90 (inter-year estimate) R&D survey, with improved timeliness, in *Research and Experimental Development, Business Enterprises, Australia* (ABS Catalogue No. 8104.0), *Research and Experimental Development, General Government and Private Non-Profit Organisations, Australia* (ABS Catalogue No. 8109.0), *Research and Experimental Development, Higher Education Organisations, Australia* (ABS Catalogue No. 8111.0), *Research and Experimental Development, All Sector Summary, Australia* (ABS Catalogue No. 8112.0), and *Research and Experimental Development, Business Enterprises (Inter-Year Survey), Australia* (ABS Catalogue No. 8114.0).
- In consultation with users and suppliers of R&D statistics, completion of revision of the classifications of fields of research and socio-economic objective to be used in the 1990-91 R&D survey.
- Successful negotiations with the Department of Employment, Education and Training and the Australian Vice Chancellors' Committee for the provision to the ABS of R&D data for the higher education sector from the Department's administrative data sources. This will result in a reduction in respondent load for higher education institutions.
- Continued contribution to the development of a framework for the compilation of information, communication and computer statistics within the Organisation for Economic Co-operation and Development. This framework is being developed to help provide measures of the impact, both economic and social, of the rapid advances in technology, particularly in the areas of telecommunications and micro-electronics.

## Integration, classification and development

The integration, classification and development component develops, disseminates and monitors the implementation of statistical standards. It is responsible for the development, maintenance, review and promotion of standard commodity, industry, geographic, institutional sector and certain other classifications (including related computer and manual coding systems and procedures, concordances, keys, indexing and other facilities) as well as standard unit and data item definitions for use in statistical series to ensure compatibility and comparability of data across series.

Activities and achievements during the year included:

- Development of new standard definitions and procedures for the delimitation of special statistical units such as corporate head offices and religious organisations.
- Continuation of a review of the *Australian Standard Industrial Classification* (ASIC) (ABS Catalogue Nos 1201.0 and 1202.0). Recent cooperative arrangements with the New Zealand Department of Statistics are expected to result in, by the end of 1991, a joint Australia – New Zealand standard industrial classification.
- Continued development of the *Australian Standard Commodity Classification* (ASCC) (ABS Catalogue Nos 1207.0 and 1208.0). The ASCC enables comparable commodity statistics of imports, exports and domestic production to be compiled, and serves as a framework for improving comparability between commodity items in ABS statistical series. Work has been completed for manufacturing, agricultural and mining commodities and is continuing for retail and other commodities. Negotiations with the Australian Product Number Association are taking place with a view to eventually linking the APN and the commodity classification.
- Completion of a review of statistical geography.
- Continued participation in reviews of international statistical standards by the United Nations Statistical Office.
- Publication of *A Guide to Major ABS Classifications* (ABS Catalogue No. 1291.0).
- Completion of a national localities index.

#### Economic censuses systems and surveys

The economic censuses systems and surveys component provides a range of computer-oriented services to other components of the sub-program, and is responsible for development of a new economy-wide survey.

The services provided include production of population lists from the ABS business register for the integrated economic censuses and surveys, and despatch and collection of questionnaires for businesses included in these censuses and surveys; development and maintenance of computer processing facilities to support the censuses and surveys; and development of a new computer system that will support a much more efficient and integrated approach to the production of a wide range of business statistics.

The new economy-wide survey (to be known as the economic activity survey) will provide an annual 'snapshot' of key indicators in the Australian economy across all industries. It is the first of its kind and will provide valuable new information for macro- and micro-economic analysis by both public and private sector users.

In addition to ongoing services to other components of the sub-program, activities and achievements during the year included:

- Continuation of analysis and design work for the new computer system.
- Successful completion of a dress rehearsal for the proposed economic activity survey.

### Population census

The population census component develops and conducts the census of population and housing which is required by legislation to be conducted every five years. The results are used to revise population estimates for each of the States and local government areas and to provide detailed statistics on the population and its housing within small geographic areas and for small groups within the population. These statistics are in turn used for electoral purposes, for the distribution of government funds and for a wide variety of planning, administration and policy development activities of governments, businesses and other users.

Most activity during the year was on preparing for the 1991 census, which was conducted on 6 August 1991. This census will see an increase in the use of self-coded responses by householders, the use of optical mark recognition (OMR) technology for capturing these self-coded responses, and a more extensive use of computer-assisted techniques to code written responses. While these approaches have been adopted mainly to reduce costs compared with those associated with the 1986 census, they will also result in an improvement in the quality of data, a reduced effort to complete census forms by householders, and better working conditions for staff (through a substantial reduction in the repetitive keying of data). More details are provided in chapter 2 of this report.

Activities and achievements during the year included:

- Continuation of a customised census tabulation service for users of statistics from previous censuses.
- Release of *Census 86: Data Quality—Ancestry* (ABS Catalogue No. 2602.0), the last in a series of reports on the quality of statistics from the 1986 census.
- Conduct of a dress rehearsal for the 1991 census, involving 20 000 dwellings, in Victoria in August 1990. This confirmed the broad plans for conducting the full census and processing the data, and provided information for refining many of the details.

- Substantial preparation work for the collection and processing of 1991 census data, including:
  - Printing 12 million census forms according to the very strict tolerances required for optical mark recognition.
  - Preparing and distributing throughout Australia a large number of instructional and training manuals for the numerous groups of temporary staff involved in collecting census returns.
  - Recruiting 42 000 temporary field staff.
  - Establishing a national data processing centre, in Sydney, to temporarily store the returns, capture the data, and process the data into a form suitable for preparation of statistical products and services.
  - Completing development of the necessary computer processing systems.
- Implementation of a detailed public awareness strategy to ensure that the public is well informed about the 1991 census. This included the release of *How Australia Takes a Census* (ABS Catalogue No. 2903.0) in April 1991.
- Further consultation with appropriate organisations on enumeration arrangements for Aborigines and other ethnic groups.
- Intensive work on the design of statistical products and services from the 1991 census. This included widespread consultation with known and potential users of census statistics. Documents describing 1991 census output plans are now available.
- Commencement of planning for the 1996 census. In particular, evaluations of alternative technologies available to enter and process data have been initiated.

## Demography

The demography component produces regular statistics on births, deaths, marriages, divorces, overseas arrivals and departures, and internal migration. Also, estimates are produced of the age, sex, birthplace, marital status and geographical distribution of the population. Forward projections of the population according to specified demographic assumptions are published on a regular basis.

Activities and achievements during the year included:

- Publication of the 1990 series of projections of the population of Australia, States and Territories in *Projections of the Populations of Australia, States and Territories, 1989-2031* (ABS Catalogue No. 3222.0).

- Creation of a population projection consultancy unit to satisfy growing user demand for specialised population projections.
- Completion of preparation for a post-enumeration survey to be conducted after the 1991 census of population and housing, to measure the extent of under enumeration.
- Preparation of a publication, expected to be issued in 1991-92, detailing the methodology and sources of data used in the ABS for population estimation.
- Enhancement of the population projection component of the *4-SITE Consultancy* services (ABS Catalogue Nos 1331.1 to 1331.7), which provide data on specific small areas, tailored to the needs of business people.
- Completion of a review of the quality of data on marriages.
- Completion of a review of demography publications and development of a new annual demography compendium publication for each State and Territory, the first issues of which are expected to be published in 1991-92.

## Labour

The labour component provides statistical information on the composition and characteristics of the labour force, the operations of the labour market, conditions of employment, and issues relating to education and training.

Labour force statistics are collected in a monthly population survey of a sample of dwellings across Australia. It provides timely estimates of employment and unemployment, together with basic demographic data to enable various characteristics of the employed and unemployed to be analysed. In addition, in most months of the year, supplementary surveys are run in conjunction with the labour force survey to collect more detailed data on specific issues. The supplementary surveys provide data required for more detailed analysis of the activities and behaviour of various population groups.

Topics covered by supplementary surveys in 1990-91 included employment benefits; weekly earnings of employees; persons not in the labour force; educational attendance; underemployed workers; labour force status and educational attainment; labour force experience; characteristics of migrants; labour mobility; transition from education to work; apprentices; and persons who had left the labour force.

The labour component operates an integrated system of employer surveys which provides quarterly data on employed wage and salary earners; average weekly earnings; and job vacancies and overtime; as well as annual data on employers' labour costs and employers' expenditure on training, and the distribution and composition of employee earnings and hours. The component produces monthly

statistics on industrial disputes and annual statistics on trade union membership. Indexes of award rates of pay are compiled monthly.

In conjunction with the Australian Education Council, annual statistics on schools, students and staff are collected, evaluated and published.

Activities and achievements during the year included:

- Development, conduct and publication of results from a survey of 6 000 private and government employers, which collected information on the cost to employers of formal training of their employees during September quarter 1990. The results were published in *Employer Training Expenditure, Australia* (ABS Catalogue No. 6353.0).
- Finalisation and publication of results from the first household survey of training and education by persons working as wage and salary earners (see *How Workers Get Their Training, Australia, 1989*, ABS Catalogue No. 6278.0).
- Finalisation and publication of results from a household survey of career paths of tradespersons in *Career Paths of Tradespersons, Australia* (ABS Catalogue No. 6243.0).
- Publication of information on the award coverage rates of employees, derived from a survey conducted in respect of May 1990 (see *Award Coverage, Australia*, ABS Catalogue No. 6315.0).
- Publication for the first time of student – teaching staff ratios from the school statistics collection in *Schools, Australia* (ABS Catalogue No. 4221.0).
- Commencement of a study into the feasibility of collecting information from employers on labour demand, particularly in respect of occupations for which there are job vacancies, and characteristics of vacancies which employers have had difficulty in filling.
- Undertaking of two major reviews, the first of the program of labour and education household supplementary surveys to be conducted in the period January 1992 – December 1995, and the second concerned with user requirements from employer surveys of employment and earnings, average weekly earnings, employee earnings and hours and job vacancies and overtime. Recommendations from each of these reviews will be considered in 1991-92.
- Publication of a paper entitled 'Measuring Employment and Unemployment' as the feature article in *Australian Economic Indicators, May 1991* (ABS Catalogue No 1350.0).

## Social

The social component produces statistics relating to health, welfare, crime, justice, time use, culture and leisure and other social matters. Within the component there are four main workstreams: translation of user requirements into the design and development of topics to be included in ABS household censuses and surveys, and the analysis and dissemination of results; the compilation, analysis and reporting of statistical information relating to areas of social concern and to specific social groups; the promotion of integrated social statistics through the development and dissemination of standard statistical concepts, definitions and classifications; and the provision of assistance to other government agencies in the compilation of administrative by-product statistics and in their collection of other data on social topics.

Activities and achievements during the year included:

- Release of detailed information from a 1988 national survey of disabled and aged persons in *Disability and Handicap, Australia* (ABS Catalogue No. 4120.0) and information from a 1990 health insurance survey in *Health Insurance Survey, Australia* (ABS Catalogue No. 4335.0).
- Development and testing of a national survey of families and a national time use survey, proposed to be undertaken in 1992.
- Development, and conduct in June 1991, of a survey of consumers and non-consumers of culture-leisure products and services.
- Establishment of a national crime statistics unit within the Victorian Office, to develop, collect and publish national uniform crime statistics, in consultation with police departments and other related agencies.
- Continuing publication of a series of thematic reports presenting statistical output from the 1986 census of population and housing: *Australia's Aboriginal and Torres Strait Islander People* (ABS Catalogue No. 2503.0), *Australian Families and Households* (ABS Catalogue No. 2506.0), *Religion in Australia* (ABS Catalogue No. 2510.0), and *Migrants, Victoria* (ABS Catalogue No. 2503.2).
- Development, in conjunction with the New South Wales Bureau of Crime Statistics and Research and the New South Wales Police Department, and conduct of a survey on crime and safety in New South Wales.
- Completion of the collection and processing phases of a 1989-90 national health survey, and commencement of data dissemination with publication of *National Health Survey: Preliminary Estimates* (ABS Catalogue No. 4361.0) and *Users' Guide to the National Health Survey* (ABS Catalogue No. 4363.0).

- Development and testing of a new annual collection to obtain information on the facilities, activities, staff and expenses of private hospitals and day surgeries. The first collection is proposed to be conducted in respect of 1991-92.
- Development of a new classification of educational qualifications to improve the quality of education statistics from the 1991 census of population and housing.
- Publication of *Australian Standard Classification of Countries for Social Statistics (ASCCSS)* (ABS Catalogue No. 1269.0). The classification is currently being introduced into all relevant ABS collections, and the ABS has promoted its use by other Commonwealth and State government departments and agencies.
- Release of *Australian Standard Classification of Occupations (ASCO)—Expert Coding System: Unit Group Level, Version 6.0 on Floppy Disk* (ABS Catalogue No. 1224.0), a sophisticated microcomputer-based occupation coding system. It is expected to facilitate widespread adoption of ASCO and improvement in the quality of occupation statistics from a wide range of sources.

#### Social and labour surveys processing support

This component provides a survey processing service for social and labour household surveys. It develops and maintains computer systems and specialised programs to support processing and to provide convenient access to, and management of, data from surveys.

#### Econometric and time series analyses

The econometric and time series analyses component consists of two sub-components: econometric analysis and time series analysis.

##### *Econometric analysis*

The econometric analysis sub-component maintains and develops the national income forecasting (NIF) and the Australian medium term policy simulation (AMPS) econometric models of the Australian economy and their associated data bases. In addition it undertakes special-purpose statistical analyses, drawing on both ABS and non-ABS data sources, and publishes *Australian Economic Indicators* (ABS Catalogue No. 1350.0), a monthly compendium of economic statistics.

Activities and achievements during the year included:

- Introduction of the monthly *Australian Economic Indicators* publication. It is proving to be very successful, in terms of both sales and audience reaction.



- Completion of a model-based study of the economic effects of the business migration program.
- Completion of a study of methods for measuring the affordability of housing in Australia.
- Advice to external users about the availability and suitability of data for econometric and related statistical analysis, and the use of analytical techniques.

#### *Time series analysis*

The time series analysis sub-component is responsible for maintaining and developing statistically-based time series analysis facilities, especially those for the estimation of seasonality, trading-day, trend and irregular factors. The service covers publication and internal user requirements of the ABS and, by arrangement, requirements of other Commonwealth and State departments and authorities, and some private enterprise clients.

Activities and achievements during the year included:

- Ongoing analysis and reanalysis of seasonality in ABS time series.
- Provision of an external consultancy service in time series analysis and the presentation of seminars on analysis and interpretation of time series.
- Further development of an expert system for seasonal reanalysis of monthly and quarterly time series.

#### **Mathematical statistics**

The mathematical statistics component was reorganised during 1990 and now consists of two sub-components: statistical support; and statistical consultancy and training.

#### *Statistical support*

The statistical support sub-component undertakes sample design for ABS surveys, to ensure reliable statistics are provided efficiently and with minimum respondent load. New surveys are designed and continuing surveys revised as necessary. In addition, statistical analysis and methodological investigations are undertaken to evaluate alternative collection strategies and estimation techniques to improve efficiency and data quality. Statistical analysis of ABS data holdings is also undertaken to provide users with important statistical measures and tools. An important product released during the year was a set of socio-economic indexes derived from the 1986 population census, *Socio-Economic Indexes for Areas, Australia* (floppy disk—ABS Catalogue No. 1355.0), and *Information Paper: Socio-Economic Indexes for Areas* (ABS Catalogue No. 1356.0).

### *Statistical consultancy and training*

The statistical consultancy and training sub-component helps users meet their information needs through the provision of statistical services such as survey design and data analysis. In addition it coordinates elements of statistical training within the ABS and to external users and provides consultancy services in forms design.

Examples of consultancy services provided during 1990-91 are:

- For the Department of Community Services and Health—Conduct of a household survey on issues relating to housing finance.
- For the Public Service Commission—Assistance with design of the evaluation of the Promotion to Level Trial.
- For the New South Wales Electricity Commission—Assistance with demand modelling for electricity forecasts using national energy survey data.
- For the Australian National University—Conduct of a third-year course on sampling theory.

The subcomponent also performs a statistical coordination function with other Commonwealth agencies. Collections are reviewed and a joint report prepared on the compatibility of the statistics with data from other sources, the respondent load and the soundness of the methodology used. During 1990-91 the ABS was notified of 18 collections and initiated joint reviews in 14 cases. Improvements resulted for most collections for which reviews were completed.

### *Statistical services and user liaison*

The statistical services and user liaison (SSUL) component primarily provides a flexible and responsive service to meet priority statistical needs of State and Territory governments in addition to those met by the ongoing statistical output of the ABS. The work undertaken by the SSUL component generally takes the form of statistical consultation (e.g. development, conduct and/or analysis of a survey, or provision of an outposted ABS officer within a State government department or authority to carry out a specific short term statistical assignment). Some similar services are also provided to Commonwealth government agencies, local governments, private organisations and other areas within the ABS.

Through the SSUL component, the ABS participates in bodies established by State governments to coordinate their statistical activities and requirements. The SSUL component also maintains bilateral contact with State government departments and agencies in order to be aware of their needs for statistics, their statistical activities and their use of information from existing collections, and it encourages the adoption of uniform statistical standards and practices.

The SSUL component is closely involved in the development and conduct of annual State-specific ABS household surveys, the topics of which vary from State to State. In some offices the component also undertakes special analyses of ABS data and produces publications, typically using data from ABS household-based surveys and presenting results for sub-State regions.

Further, the SSUL component in some offices coordinates and undertakes visits to major users of statistics, and conducts seminars for a broad range of clients in both the public and private sectors and in tertiary institutions.

Examples of activities and achievements during the year include:

- Designing the sample for a travel survey for the New South Wales Roads and Traffic Authority.
- Assisting the Victorian Forest Industries Training Board with development and analysis of a survey.
- Conducting a survey on workforce participation by married couples for the Department of Anthropology and Sociology of the University of Queensland.
- Developing and conducting a survey on alcohol and tobacco consumption for the Western Australian Department of Health.
- Developing and conducting a survey of housing and locational preferences within Adelaide for the South Australian Department of Premier and Cabinet, the South Australian Urban Land Trust, the South Australian Office of Housing and the South Australian Housing Trust, and within Canberra for the Australian Capital Territory Government.
- Assisting the Tasmanian Department of Premier and Cabinet to review the Register of State Government Collections, develop a system to ensure wide access to it, and identify duplication in information gathering.
- Outposting an ABS officer to the Police Force of the Northern Territory to assist in coordination and rationalisation of data collection and holdings.

### **Population surveys**

The population surveys component is responsible for the development and conduct of ABS household surveys, including monthly population surveys which collect data needed for monthly estimates of employment and unemployment and other labour and social statistics, and periodic surveys on particular topics. Trained interviewers collect information from selected respondents in samples of households. The component generally codes and edits the data collected, and provides it in computer-readable form to relevant subject-matter program components for

production and dissemination of survey results. The component also provides personnel to carry out interviewer-enumerated segments of economic statistics collections.

In addition to ongoing development and conduct of surveys, activities and achievements during the year included:

- Research into accurate survey methodologies for collecting data to estimate the number of overnight trips undertaken by households.
- Research into alternative methodologies for collection of statistics about crime and its victims.

### **Integrated register**

The integrated register component is responsible for the maintenance of the ABS central register of businesses. About 840 000 businesses are recorded on the register. Maintenance involves applying about one million changes to these records each year. The register plays a key role in the provision of integrated economic statistics by enabling consistent population frameworks to be generated for ABS censuses and surveys of businesses.

Activities and achievements during the year included:

- Continuation of company interviews designed to update the legal and operating structures of large business groups recorded on the register. Records of some 600 company groups are maintained annually in this way.
- Continuation of work to improve the efficiency of the system whereby new employing businesses are added to the register quickly and those which have ceased business are removed from the register.
- Completion of a survey to identify and remove from the register those units which have ceased business.
- Commencement of a survey to update records of the public sector units on the register.
- Publication of *Information Paper: Australian Bureau of Statistics Business Register Recent Developments, 1991* (ABS Catalogue No. 8130.0).
- Assistance to the Australian Taxation Office with certain parts of its modernisation project which, upon completion, will have the potential to provide more cost-effective sources for updating the register.

## Computer operations and software

The computer operations and software component is responsible for installation and operation of the ABS's central computing equipment, installation and operation of mid-range equipment, installation and support of small scale technology (including microcomputers), installation and operation of communication networks, development and support of systems software and program products, support of data bases, and management of ABS storage media.

Most of the ABS's statistical processing is carried out on the Bureau's central computing installation (CCI) which consists of Fujitsu M780 and M382 mainframe computers located in the ABS Central Office and linked to each of the State and Territory offices through communication networks. The two Fujitsu mainframe computers are fully compatible. The M780 was acquired early in 1989-90 and, transparently to users, general statistical processing was transferred it from the M382. Since then the M382 has been used for development of systems for the 1991 census of population and housing, and will be used for processing of the census. The central installation also includes a Control Data 180/810 computer, used for processing economic statistics.

There is an increasing trend towards distributed processing for both statistical and administrative processing, in a co-operative fashion with mainframe facilities. This has been facilitated by the connection of microcomputers to each other and to the CCI through a network based on the Banyan Vines local area network (LAN) technology. Most of the ABS's microcomputers acquired prior to the implementation of LAN technology are now network-connected.

The ABS has nine Fujitsu S series UNIX mid-range computers which were attached to the network in 1990-91 for access from across the network. These computers run the ORACLE data base management system and initially will support personnel, revenue management, library and management information systems. The installation of the UNIX computers put in place an integrated three-tier computer platform strategy comprising mainframe computers, mid-range computers and microcomputers.

Activities and achievements during the year included :

- Establishment of the computing environment for processing of the 1991 population census.
- Integration of the new UNIX machines into the ABS computing network.
- Decommissioning of a Fujitsu Mass Storage System following installation of a more modern system.

- Continued growth of the microcomputer network, in terms of both the number of workstations and servers and the level of use.
- Further upgrading of communications links between the mainframes and the network.
- Action to reduce dependence on floppy disks, as part of a program to control and minimise exposure to virus infection and data theft.

### Technology planning and development

The technology planning and development component is responsible for provision of advice on, and support and coordination of, information technology planning, and for research and investigation into potential use of new technologies. The planning activities relate to large and small scale computing, voice and data telecommunications, and related technologies. The investigation of the use of new technologies is particularly directed to input processing systems and information dissemination facilities.

Activities and achievements during the year included:

- Development of new facilities to enhance the *AUSSTATS Time Series Service* — see page 28.
- Introduction of a clean room, free of computer viruses, for dissemination to ABS customers of data and programs.
- Substantial progress in the design and development of generalised software for the delivery and maintenance of computer-assisted data entry systems. Coupled with an extensive review of input editing practices, the software is expected to result in more efficient and effective input processing systems and substantial reductions in system delivery and maintenance costs.
- Further development of 'electronic forms' software. An electronic forms program enables a respondent to enter data directly into a microcomputer and then forward it to the ABS on a floppy disk or through electronic mail, instead of completing and returning a paper form. This approach is currently being trialed in foreign investment collections. Experience gained will contribute to development of more generalised electronic forms software that could be adapted for use more widely in ABS collections.
- Investigations into the use of electronic data interchange as a method of statistical data collection and communication with respondents.
- Acquisition and implementation of new PABXs in Central Office and in the New South Wales and Victorian offices—see page 67.

- Further implementation of cost recovery for information technology services provided to users within the ABS, including provision of microcomputers to user areas on a lease basis.
- Completion of the business impact analysis and the threats and impact analysis stages of an ABS disaster recovery plan.

#### *Adherence to purchasing policy on information technology acquisitions*

The ABS has adhered to Government policy in the area of information technology acquisition throughout 1990-91. All acquisitions of microcomputers, PABXs and mainframe expansions were through Department of Administrative Services Panel Period Contracts or through existing contracts developed from competitive tenders. Acquisitions were in line with the ABS Information Technology Strategic Plan. Annual procurement plans were provided to all relevant authorities. The ABS has been actively involved with the Department of Finance in the development of the Government Open Systems Profile (GOSIP) and has adopted the IBM Common User Access for user interfaces to new information technology developments.

#### **User support**

The user support component develops and supports computerised systems for management and statistical applications, and provides a range of other services. These include technology training; development, acquisition and support of generalised software; provision of technical assistance through an information centre; and support for office automation.

In addition to development and support of particular systems, activities and achievements during the year included:

- Introduction of mapping software to the ABS.
- Establishment of a business technology centre to foster the effective use of office automation facilities within the ABS.
- Review of the ABS systems development methodology.
- Trials of new methods for collecting data, including computer-assisted telephone interviewing, touchtone dialling by respondents and electronic mail.

## 5 CORPORATE SERVICES SUB-PROGRAM

### OBJECTIVE

*The objective of the corporate services sub-program is to assist managers to achieve Australian Bureau of Statistics statistical objectives through the provision of effective corporate management, and of efficient and equitable administration, planning and central support services.*

### DESCRIPTION

The diversity and cyclical nature of many of the activities involved in undertaking the ABS work program call for a wide range of human skills, office support services and fluctuating staffing and physical accommodation requirements. Staffing comprises an annual base of some 3 400 staff years, supplemented by a number of temporary staff which peaks for a period every five years to about 40 000 during the conduct of a census of population and housing.

The corporate services sub-program directly supports the ABS program by providing:

- Executive leadership.
- A corporate strategy for the implementation of the ABS work program.
- Personnel services, including salaries payment and conditions of service, recruitment, industrial relations, staff development and training.
- Financial control and accounting services including budgeting allocations and monitoring resource usage.
- General office services including accommodation, security, internal consultancy, methods and internal audit.

### OUTPUTS

The sub-program provides the organisational infrastructure, management and planning systems, staff and facilities necessary to undertake both the day-to-day operations and longer term strategic planning for the ABS program including personnel policies designed to attract, develop and retain high quality staff. It is required to anticipate demand for services and supplies, provide control mechanisms to monitor resources according to component and sub-component allocations and priorities, advise management on trends and developments in the availability and usage of resources, and provide advice and assistance to managers in monitoring and improving the efficiency and effectiveness of specific areas of operation within the ABS.



The corporate services sub-program works in close contact with the central agencies (i.e. the Public Service Commission, the Department of Industrial Relations, the Department of Finance, the Department of Administrative Services and the Australian National Audit Office) in providing the necessary support to the ABS program.

## PERFORMANCE

The performance of the corporate services sub-program is shown below in terms of the following indicators:

- Cost of the corporate services sub-program.
- Staff development.

### Cost of the corporate services sub-program

#### COST OF CORPORATE SERVICES SUB-PROGRAM AT CURRENT AND CONSTANT (a) PRICES

		1989-90		1990-91	
	1988-89	(b)	(c)	(b)	(c)
<b>TOTAL COST (\$'000)</b>					
Current prices	33 358	33 170	56 333	38 112	64 440
Constant prices (a)	26 880	25 016	42 483	27 458	46 427
<b>COST PER ABS OPERATIVE STAFF YEAR (d) (\$)</b>					
Current prices	9 694	10 257	17 419	11 236	18 998
Constant prices (a)	7 712	7 735	13 136	8 095	13 687
<b>COST AS A PROPORTION OF ABS EXPENDITURE (%)</b>					
Including population census data processing centre	22.8	22.8	33.3	22.7	32.5
Excluding population census data processing centre	22.8	22.8	33.3	24.3	34.6

(a) 1984-85 prices, derived by applying the implicit price deflator for Commonwealth Government consumption expenditure (excluding Defence). Figures for 1989-90 have been revised from those shown in the 1989-90 annual report because of the availability of revised deflators. (b) Derived on basis consistent with data for 1988-89; excludes property operating expenses and expenditure on construction of facilities which were attributable to the ABS for the first time in 1989-90 (\$23 162 771 in 1989-90 and \$26 328 155 in 1990-91, at current prices). (c) Includes property operating expenses and expenditure on construction of facilities. (d) Excludes inoperative staff (e.g. staff on approved leave for periods of twelve weeks or longer). Paid inoperative staff accounted for 111 staff years in 1988-89, 122 staff years in 1989-90, and 98 staff years in 1990-91.

## Staff development

### PROPORTION OF STAFF YEARS (a) SPENT ON STAFF DEVELOPMENT ACTIVITIES (b)

	1988-89	1989-90	1990-91
	%		
Trainees	3.5	4.2	4.1
Trainers	1.1	1.4	1.6
Total	4.6	5.6	5.7

(a) Excludes population census data processing centre staff. (b) Excludes 'on-the-job' training.

## REVIEW OF COMPONENTS

The remainder of this chapter reviews the activities and achievements of each component of the corporate services sub-program during 1990-91 (except the Divisional administrative support component).

### Executive

The top structure and senior staff of the ABS are shown in appendix 2 and details of the composition of the ABS Senior Executive Service (SES) are shown in appendix 3.

During 1990-91, ABS SES officers participated in staff development activities as detailed below:

Type of activity	Number attended
Public Service Commission Top Management Program	1
Public Service Commission Senior Executive Leadership Program	1
Public Service Commission Senior Executive Management Program	1
Public Service Commission Senior Executive Development courses	28
Miscellaneous courses, seminars and conferences	101
Total attendances at staff development activities	132

### Personnel management

The personnel management component is responsible for the operational aspects of personnel management, human resource development and the development and implementation of personnel policies and practices (including policies and practices for occupational health and safety, industrial democracy and equal employment

opportunity). It also has responsibility for job design, classification standards and industrial relations. In the broad, the role of the personnel management component is to assist ABS managers and staff at all levels by providing a 'working environment' (as distinct from a physical environment) which will maximise the opportunity for individuals and work groups to make their best contribution to corporate objectives.

### *Personnel administration*

The RAINBOW Personnel System has been purchased to computerise many aspects of personnel administration work. It has been enhanced and customised to better satisfy ABS requirements for administrative processing and to comply with the ABS strategic direction in computing. It will also provide source data for human resource planning and a personnel management information system.

### *Consultation with unions*

The formal mechanisms for consultation with unions continue to provide the platform for discussing and, where necessary, resolving industrial issues.

One dispute was the subject of a hearing before the Industrial Relations Commission during the year. It was about salary translation for Statistical Collection Officers under the second tier wage agreement. The Commission upheld the ABS position.

### *Recruitment*

The personnel management component coordinated ABS recruitment campaigns for graduates. A total of 204 graduates were appointed during the year—40 for work on economic statistics, 72 for work on population, social and labour statistics, 23 for work in mathematical statistics services and 69 for work in computer services. Thirteen cadets, who were recruited to complete honours years for degrees in economics or statistics, are included in these figures.

A total of 124 non-graduates were appointed as Administrative Service Officer Class 1.

The ABS is committed to participation in the Australian Traineeship Scheme, which is a public service wide program established in 1986 to provide 12 months' skills-based training to people aged from 16 to 20 years. Twenty-seven people commenced traineeships in the ABS in 1990-91. The basis for allocation of trainees is 25% of base level recruitment.

### *Staff support services*

In 1990-91 staff were provided with a comprehensive program of support services focusing on career, personal and social needs.

## *Work design*

A three-year program of participative work design was essentially completed by the end of 1990-91. The program, which aimed to improve efficiency and the quality of work life, had its origins in a joint management review in 1984 and the second tier wage agreement of 1987.

The process involved trained facilitators working with 194 individual work groups to meet specific objectives set by senior managers and the staff themselves. It had the active support of the Public Sector Union.

While the program was resource intensive and incurred short term costs, it resulted in many improvements which will be of lasting benefit. These include improved management practices, multiskilling of staff, improved career structures, realignment of training programs to better meet organisational needs, removal of unnecessary layers of management, integration of new technologies and reduced occupational health risks flowing from the disbanding of specialist keyboard work.

The participative nature of the process fostered a sense of ownership and commitment by staff to new structures and work arrangements.

While the formal part of the program has concluded, the aims and philosophies established under participative work design will continue in the ABS, building on the benefits outlined above.

## *Personnel development*

Implementation and evaluation of national strategies for personnel development (PD) continue as a high priority. Strategies have been developed in each of the major PD areas (statistical development, manager development, orientation, office and interpersonal skills and technical development). Work is progressing on the preparation and implementation of national strategies relating to career development and to marketing and client services. Work has commenced on developing training strategies for the introduction of a new financial accounting and management system.

In 1990-91 there were increases in the number and level of PD staff. The additional resources are reinforcing consultancy and support activities for line managers and work groups, which are essential elements in maintaining the initiatives and momentum established through participative work design activities.

PD staff have provided direct input to the development and implementation of training strategies and activities for the 1991 population census field staff and data processing centre staff.

A further review of the statistical development strategy has resulted in a structure which better supports the career development of statistical officers.

Provision of service-wide funding through the Public Service Commission's Middle Management Development Program has assisted relevant ABS activities. The major elements of the ABS's manager development program have been implemented nationally, and further work is proceeding in developing seminars and improving access to higher level training by staff in smaller ABS offices.

Formal performance feedback and appraisal programs are in place for Senior Executive Service officers. The SES programs have been designed to provide the basis for introducing the award of performance bonuses as well as providing feedback for performance and development purposes.

There has been a continued growth in PD consultancy and section-based development programs in all offices as a result of participative work design activities. This change in focus has emphasised the importance of managers, supervisors and on-the-job training in the overall development process and the need for effective performance feedback.

The ABS substantially exceeded the minimum level of training activity required under the *Training Guarantee (Administration) Act 1990*. The net eligible training expenditure by the ABS during 1990-91 was \$7.7 million, which is \$6.6 million more than the minimum required under the Act. (The total ABS payroll in 1990-91 was \$113.7 million. The minimum training requirement, which is 1% of payroll, was therefore \$1.1 million.) The total number of ABS staff employed under the *Public Service Act 1922* on 30 June 1991 was 3 797. In addition staff were engaged under the *Census and Statistics Act 1905*, for short periods, amounting to a total in 1990-91 of 243 staff years. A total of 19 171 person days were spent on participation by staff in eligible training programs during 1990-91. Details of eligible training activities under the *Training Guarantee (Administration) Act 1990* are given in appendix 4. There were significant increases in formal participation rates in statistical, manager and computer training.

In terms of equal employment opportunity (EEO) considerations, the proportion of women among participants in both internal and external programs reflected their proportion among total staff at various levels in the ABS (see appendix 4). Other identified EEO groups were also well represented in training and development programs. Specific activities and support have been provided for particular groups: writing and communications programs for people from non-English speaking backgrounds, programs on management issues for identified groups, and an Aboriginal Undergraduate Study award. Some funding through the Public Service Commission's Middle Management Development Program was allocated to activities for supervisors and managers in designated EEO groups.

## ATTENDANCE AT PERSONNEL DEVELOPMENT ACTIVITIES (a)

Type of activity	Staff years
<b>STAFF EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922</b>	
Paid leave under studies assistance	28.6
In-house training –	
Technical (computing)	36.3
Participative work design activities	10.4
Other	39.6
External courses and conferences –	
Technical (computing)	5.8
Other	13.2
Other development activities (e.g. major study awards, senior executive programs, etc.)	9.3
<b>Total</b>	<b>143.2</b>
<b>STAFF ENGAGED UNDER THE CENSUS AND STATISTICS ACT 1905</b>	
Training of interviewers for interviewer-enumerated statistical collections (mainly household surveys)	34.4

(a) Excludes on-the-job training.

Details of the proportion of total ABS staff usage spent on staff development activities are shown in the performance indicators for the corporate services sub-program (see page 59). They indicate a high level of resource input.

Other training and development activities not falling within the Training Guarantee Act's definition of training form an important element of ABS personnel development. Consultancy, facilitation, on-the-job training and less formal workplace activities provide timely and direct impact on productivity, morale and career development.

### *Occupational health and safety*

Development, implementation and maintenance of occupational health and safety (OHAS) policies, procedures and practices in the ABS are undertaken or coordinated by an OHAS and staff support group located in Central Office and an OHAS officer in each State office and the Northern Territory Office. OHAS sub-committees regularly meet in each ABS office. Issues requiring a national consultative approach are referred to the ABS national consultative OHAS sub-committee.

In March 1991 a national workshop for ABS OHAS officers, rehabilitation case managers and staff counsellors was held in Canberra, to discuss development and implementation of national guidelines for OHAS and Comcare.

Major initiatives, activities and achievements in OHAS, involving ABS OHAS consultative committees, included:

- Implementation of a policy on acquired immune deficiency syndrome (AIDS) and hepatitis-B in the workplace.
- Implementation of an occupational first aid policy.
- Review of the ABS occupational rehabilitation policy and implementation strategy.
- Appointment and commencement of training of ABS OHAS representatives, in accordance with the *Occupational Health and Safety (Commonwealth Employment) Act 1991*.
- Conduct of in-house OHAS audits involving one State office and 18 sections in other offices, covering about 720 staff, which identified some unsafe work practices and recommended remedial action.
- Evaluation of use of equipment, tools and task design for the 1991 population census.
- Active identification of non-compensation fitness for duty cases, and development of relevant policy guidelines.
- Attendance at OHAS in-house training courses by 1 425 staff.
- Promotion of health awareness, health education and training.

Continued success of the OHAS health promotion and rehabilitation program is reflected in a reduction in the Comcare workers compensation premium rate for the ABS for 1991-92, and the absence of a high risk insurance factor for the 1991 population census staff. For the third consecutive year the rate for the ABS has been lower than the average of the rates for all agencies, as indicated in the following table.

#### COMCARE WORKERS COMPENSATION PREMIUM RATES

	1989-90	1990-91	1991-92
	% of wage and salary expenditure		
ABS	2.51	1.62	1.49
Average for all agencies	2.6	2.0	1.7

Comcare has complimented the ABS on its successful approach to redeployment of injured employees.

The number of reported accidents and incidents for the period from 1 July 1990 to 30 June 1991 was 311. Of these 55 were journey-related and 16 were incurred as result of sporting activities. The number of compensation claims for the same period was 156 of which 45 required implementation of case management plans. The number of case closures for the period was 17. In addition ABS staff counsellors have provided counselling for about 680 staff members.

#### *Equal employment opportunity*

Implementation of the existing ABS equal employment opportunity program and preparation of a new program for 1991–1994 continued during the year—see the report in appendix 5.

#### *Industrial democracy*

Implementation of the existing ABS industrial democracy plan and preparation of a new plan for 1991–1993 continued during the year—see the report in appendix 6.

#### **Resource management**

The resource management component coordinates the preparation of financial budgets and negotiates with central agencies on finance and resource matters. It provides advice and guidance to ABS managers on estimating resource requirements, makes recommendations on the allocation of resources and monitors expenditure. The component is also responsible for development and implementation of automated management information systems relating to finance, personnel and establishments, including provision of documentation and training. In addition, the component is responsible for devising and conducting internal audits for corporate management, and advising on the existence, effectiveness, reliability and efficiency of the various systems of internal control within the ABS.

Activities and achievements during the year included:

- Investigation of requirements for financial and management accounting, leading to preliminary work on acquiring a new integrated financial management system.
- Development of new reports for monitoring and controlling appropriated funds.
- Preliminary work on development of procedures for monitoring the Bureau's internal computer cost recovery.
- Development of an integrated computerised management information system.



- Upgrading of the internal audit function and implementation of an expanded work program.

ABS internal administration also benefitted from reviews by staff of the Australian National Audit Office. Matters reviewed were in general found to be satisfactory, with only a small number of shortcomings reported by the Auditor-General. Action taken by the ABS on these shortcomings is described in appendix 13.

### Management support

The management support component provides the following five groups of support functions:

- Accounts and travel. Functions include payment of all accounts, administration of ABS funds, booking and arranging logistical aspects of overseas travel, and provision of pay office and Collector of Public Moneys services.
- Office accommodation, purchasing and general office services. Functions include planning, negotiating and implementing accommodation arrangements, repairs and maintenance, purchasing, stores administration, and provision of courier, interstate freight, mail, telephone, photocopying, printing, waste handling, cleaning, registry, messenger, archives and general storage services. Also included are preparation of financial estimates for these functions and monitoring subsequent expenditure. The ABS is not involved in any capital works activity costing more than \$6 million.
- Management of ABS assets and safekeeping of accountable forms.
- Security. This covers ABS premises, communications and assets, processing of security clearances and issue of identity cards.
- Ongoing support for computer technology for administrative processing.

Activities and achievements during the year included:

- Development and implementation of a credit and debt policy.
- Development and implementation of an invoicing module for the ABS computerised financial management and accounting system.
- Advice and assistance in establishing the financial accounting system for the 1991 census of population and housing data processing centre.
- Re-writing the Australian Statistician's Financial Instructions in accordance with the new Finance Directions. The task is expected to be completed early in 1991-92.

- Completion of an ABS purchasing reform plan, which was approved by the Minister in April 1991. A review of ABS purchasing functions and a client survey have been completed, and new delegations were signed by the Minister on 13 July 1991. An ABS purchasing manual detailing internal purchasing procedures consistent with Government policy and Commonwealth procurement guidelines will be completed shortly and distributed to all ABS offices, meeting the Government's expectation that implementation of an upgraded purchasing function will be completed during 1991. All purchasing areas are required to gazette all purchases valued at \$2 000 or more. Instances where this has not occurred are detailed in appendix 11.
- Installation of new PABXs in the ABS Central, New South Wales and Victorian offices, using Telecom's ISDN service to link the switchboards in the three offices. This has led to significant productivity gains, with reduced interstate voice communications costs.
- Automation of processing of Cabcharge usage and semi-official telephone accounts.
- Continuation of a recarpeting program in Central Office. All executive areas were recarpeted during the year.
- Computerisation of records of the extent, nature and use of Central Office accommodation.
- Completion of negotiations with the Australian Property Group for additional accommodation for Central Office. Additional accommodation was acquired for the Western Australian Office for the processing of the survey of motor vehicle use.
- Appointment of energy managers in each ABS office, in line with Government policy. Training of these managers is currently being undertaken. In conjunction with Australian Construction Services, the ABS Central Office will be participating in a pilot scheme aimed at monitoring and identifying options for energy management.
- Introduction of a policy of using recycled paper in low volume photocopiers and increasing the usage ratio of recycled paper products such as writing pads and manilla folders, etc. This trend is expected to continue.
- Implementation of the Commonwealth Managers' Toolbox CD-ROM in Central Office (in LAN form) and in the State offices (in stand-alone form).
- ABS involvement in a review of financial management information systems by the Department of Finance. The report was published in January 1991.

- Upgrading of perimeter security in all ABS offices (except the Queensland Office, which was upgraded in 1988-89). Upgrading in Central Office was completed on 31 July 1991 when daytime perimeter access was secured as part of improved security arrangements for the 1991 census of population and housing.
- Commencement of a comprehensive program of personnel security vetting in Central Office, reflecting the requirements of the new Protective Security Manual. In addition a pilot program of security vetting is underway in the Queensland Office. After evaluation, this latter program will be applied to all ABS State and Territory offices.
- Work on computer disaster recovery and electronic user identity, in conjunction with Computer Services Division.
- Commencement of a review of ABS overseas travel procedures.

In 1990-91 claims and losses relating to the ABS resulted in a net cost to the Commonwealth of \$42 936. This figure represents common law payments over and above Comcare compensation payments for three third party traffic accident injury claims. All claims fall within the category \$10 000 – \$20 000. The three claims relate to motor vehicle accidents and no measures to improve risk management were considered necessary.

## Coordination

The coordination component consists of three sub-components: planning and legislation, public relations, and secretariat.

### *Planning and legislation*

The planning and legislation sub-component has responsibility for the ABS planning system, and for implementation of the ABS corporate plan. Details of the first corporate plan were given in chapter 2 of the 1986-87 annual report. The 1991 plan was released recently. It maintains the objectives of the ABS as set out in the 1987 plan, and builds upon this plan by providing an up-to-date set of strategies for achieving these objectives.

The sub-component also provides advice on all aspects of statistical legislation and administrative law. This includes the development of proposals for new and revised statistical legislation including regulations and ministerial determinations, advice on and monitoring of statistical release practices to ensure that they comply with all relevant legislative provisions, the administration of the *Freedom of Information (FOI) Act 1982* within the ABS (see appendix 14 for further information), the administration of the *Privacy Act 1988* within the ABS, and the administration of other administrative laws which impact on the ABS. In addition, this

sub-component coordinates legal action, in the small number of cases where it is considered necessary, in order to obtain completed forms from persons and businesses included in ABS statistical collections.

Most information collected by the ABS is collected 'by request', and the ABS makes every effort to obtain the willing cooperation of the persons and businesses in its collections. Only extremely rarely has the ABS used the provisions of sub-sections 10(4) and 11(2) of the *Census and Statistics Act 1905* to direct a person or business to comply and, in default, initiated prosecution action under section 14 of the *Census and Statistics Act 1905*. In fact, the rate of prosecution does not approach one-hundredth of 1% of persons or businesses in ABS collections.

The number of notices of direction issued and the number of prosecution actions approved in recent years are given in the following table.

#### NOTICES OF DIRECTION ISSUED AND PROSECUTION ACTIONS APPROVED

<i>Type of statistical collection</i>	<i>1986-87</i>	<i>1987-88</i>	<i>1988-89</i>	<i>1989-90</i>	<i>1990-91</i>
NOTICES OF DIRECTION ISSUED					
	Number				
Population census	66	..	..	..	..
Household surveys	4	16	6	..	2
Business censuses and surveys	68	123	37	24	12
<i>Total</i>	<i>138</i>	<i>139</i>	<i>43</i>	<i>24</i>	<i>14</i>
PROSECUTION ACTIONS APPROVED (a)					
	Number				
Population census	36	..	..	..	..
Household surveys	1	10	..	..	..
Business censuses and surveys	31	34	9	8	..
<i>Total</i>	<i>68</i>	<i>44</i>	<i>9</i>	<i>8</i>	<i>..</i>

(a) Approved by the Australian Statistician for referral to the relevant office of the Director of Public Prosecutions or the Australian Government Solicitor. Each prosecution action is counted under the year in which the corresponding notice of direction was issued.

#### *Public relations*

The public relations sub-component undertakes activities to improve the Bureau's communication with respondents to statistical collections, with the aim of improving the quality of response; activities to improve the ABS's communication with politicians, the media and other opinion-leaders, to promote understanding of the ABS's functions and effective use of its services; and activities to develop the skills of ABS staff in communication both inside and outside the Bureau.

Activities and achievements by this sub-component during the year included:

- Improvements in distribution of news releases, to attract wider media attention.
- Production of video stories for national and regional television networks, to publicise ABS statistical collections and products.
- Assistance to media groups and journalists in preparation of feature articles on various aspects of ABS work. Articles published include the following:
  - 'Capital Moves: How Keating counts on the ABS—With the ABS voted one of the world's best, at least the statistical basis of the budget documents is solid', by Bruce Juddery, in *Australian Business*, 19 September 1990.
  - 'The sociology of statistics adds up to the whole picture', by Padraic P. McGuinness, in *The Australian*, 4 January 1991.
  - 'They've got you figured out: The real numbers men', by Lyndall Crisp, in *The Bulletin* (cover story), 23 April 1991.
- Personal briefings of journalists, to assist them to report on ABS activities on a well-informed basis.
- Media training for more than 100 ABS staff from Central and State offices.
- Implementation of a detailed public awareness strategy for the 1991 census of population and housing, based on a public relations campaign involving the media and other interested groups, and a paid advertising schedule. Particular attention has been given to information-disadvantaged groups such as the print handicapped, Aborigines and people from non-English speaking backgrounds.

During 1990-91, organisational arrangements were instituted to enhance coordination between public relations activities and the marketing program component, between forms design activities and the statistical consultancy and training sub-component of the mathematical statistics program component, and between internal communications activities and the personnel management program component.

### *Secretariat*

The secretariat sub-component provides ABS management with a range of services including ministerial and parliamentary liaison; secretariat support for high level internal and external meetings and conferences; and coordination of the Bureau's relations with international organisations and official statistical agencies in foreign countries, including the provision of assistance to developing countries.

During the year the ABS provided considerable technical assistance to official statistical agencies in developing countries in the Asia-Pacific region. The assistance took the form of visits to countries or regional centres by ABS staff to provide advisory services and training, and visits to Australia by staff of official statistical agencies of countries in the region for study tours and training. Assistance was provided to China, the Cook Islands, Fiji, Malaysia, Myanmar, Nepal, Niue, Papua New Guinea, the Philippines, Sri Lanka, Tonga and Vietnam. In addition, lecturers were provided for seven training courses organised by the South Pacific Commission and other international organisations for staff of official statistical agencies in the region.

## APPENDIXES

# Appendix 1 PROGRAM STRUCTURE

## ABS PROGRAM STRUCTURE, 1990-91

<i>Program</i>	<i>Sub-programs</i>	<i>Components</i>
Australian Bureau of Statistics	Statistical operations	<p>Information services</p> <p>Publishing</p> <p>Electronic dissemination</p> <p>Marketing</p> <p>National accounts</p> <p>International accounts</p> <p>Foreign trade</p> <p>Consumer income and expenditure</p> <p>Financial accounts</p> <p>Public sector accounts</p> <p>Agriculture</p> <p>Mining</p> <p>Energy</p> <p>Manufacturing</p> <p>Distribution and services industries</p> <p>Construction</p> <p>Transport</p> <p>Tourism</p> <p>Business surveys</p> <p>Science and technology</p> <p>Integration, classification and development</p> <p>Economic censuses systems and surveys</p> <p>Population census</p> <p>Demography</p> <p>Labour</p> <p>Social</p> <p>Social and labour surveys processing support</p> <p>Econometric and time series analyses</p> <p>Mathematical statistics</p> <p>Statistical services and user liaison</p> <p>Population surveys</p> <p>Integrated register</p> <p>Computer operations and software</p> <p>Technology planning and development</p> <p>User support</p> <p>Economic Accounts Division administrative support</p> <p>Industry Division administrative support</p> <p>Social and Labour Division administrative support</p> <p>Statistical and Information Services Division administrative support</p> <p>Computer Services Division administrative support</p>
	Corporate services	<p>Executive</p> <p>Personnel management</p> <p>Resource management</p> <p>Management support</p> <p>Coordination</p> <p>Coordination and Management Division administrative support</p>



## Appendix 2 TOP STRUCTURE, STAFF AND PROGRAM COMPONENT RESPONSIBILITIES

ABS TOP STRUCTURE AND STAFF, SHOWING PROGRAM COMPONENT RESPONSIBILITIES, AT 30 JUNE 1991

<i>Top structure and staff</i>	<i>Program component responsibilities</i>
Australian Statistician <i>Ian Castles, AO. OBE</i>	Executive
Deputy Australian Statistician <i>Bill McLennan</i>	
Head, Resource Effectiveness Project <i>John Carroll, AM</i>	
CENTRAL OFFICE DIVISIONS	
Economic Accounts Division <i>Rob Edwards</i>	Economic Accounts Division administrative support
National Accounts Branch <i>Paul McCarthy</i>	National accounts
International Accounts and Trade Branch <i>Barbara Dunlop</i>	International accounts Foreign trade
Public and Private Finance Branch <i>Don Efford</i>	Financial accounts Public sector accounts
Industry Division <i>George Sarossy</i>	Industry Division administrative support
Distribution and Service Industries and Economic Indicators Branch <i>David Steel</i>	Distribution and services industries Business surveys Science and technology
Production, Transport and Tourism Branch <i>Max Booth</i>	Agriculture Mining Energy Manufacturing Construction Transport Tourism
Business Register, Classification and Industry Censuses Branch <i>John Struik</i>	Integration, classification and development Economic censuses systems and surveys Integrated register

**ABS TOP STRUCTURE AND STAFF, SHOWING PROGRAM COMPONENT RESPONSIBILITIES, AT 30 JUNE 1991 (continued)**

<i>Top structure and staff</i>	<i>Program component responsibilities</i>
<b>Social and Labour Division</b> <i>Tim Skinner</i>	Social and labour surveys processing support Social and Labour Division administrative support
Prices and Household Finance Branch <i>Keith Blackburn</i>	Consumer income and expenditure
Social and Demography Branch <i>Geoff Sims</i>	Demography Social
Labour Branch <i>Alan Mackay</i>	Labour
<b>Statistical and Information Services Division</b> <i>Dennis Trewin</i>	Statistical and Information Services Division administrative support
Statistical Services Branch <i>Sue Linacre</i>	Econometric and time series analyses Mathematical statistics Coordination (part)
Information Services Branch <i>Robin Green</i>	Information services Publishing Electronic dissemination Marketing Coordination (part)
Population Census and Surveys Branch <i>Glen Cocking</i>	Population census Population surveys
<b>Computer Services Division</b> <i>Bill Egan</i>	Computer Services Division administrative support
Technology Support Branch <i>Bryan Fitzpatrick</i>	Computer operations and software
User Support Branch <i>Paul Pentony</i>	User support
Technology Planning and Investigation Branch <i>Terry Heming</i>	Technology planning and development
<b>Coordination and Management Division</b> <i>Fred von Reibnitz</i>	Coordination and Management Division administrative support
Personnel Management Branch <i>John Dent</i>	Personnel management Coordination (part)
Resources Management Branch <i>Henri Kriegel</i>	Resource management (part) Management support
Resource Effectiveness and Coordination Branch <i>Vacant</i>	Resource management (part) Coordination (part)
Financial Systems Development Project <i>Ivan King</i>	Resource management (part)

**ABS TOP STRUCTURE AND STAFF, SHOWING PROGRAM COMPONENT RESPONSIBILITIES, AT 30 JUNE 1991 (continued)**

<i>Top structure and staff</i>	<i>Program component responsibilities</i>
<b>STATE AND TERRITORY OFFICES</b>	
New South Wales Office <i>John Wilson</i>	Statistical services and user liaison (New South Wales)
Victorian Office <i>Dick Crockett</i>	Statistical services and user liaison (Victoria)
Queensland Office <i>John Cornish</i>	Statistical services and user liaison (Queensland)
Western Australian Office <i>Brian Pink</i>	Statistical services and user liaison (Western Australia)
South Australian Office <i>Russell Rogers</i>	Statistical services and user liaison (South Australia)
Tasmanian Office <i>Stuart Jackson</i>	Statistical services and user liaison (Tasmania)
Northern Territory Office <i>Peter Gardner</i>	Statistical services and user liaison (Northern Territory)
Australian Capital Territory Office (a) <i>Dalma Jacobs</i>	Statistical services and user liaison (Australian Capital Territory)

(a) The ABS does not have a separate Australian Capital Territory office as such; the Statistician, Australian Capital Territory, is based in the Australian Capital Territory Treasury and is, organisationally, attached to the ABS Central Office.

# Appendix 3 STAFFING

TABLE 3.1 ABS STAFF RESOURCES EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922 BY PROGRAM ELEMENT AND LOCATION

Program element	1988-89	1989-90	1990-91								
	Total	Total	ACT	NSW	Vic	QLD	WA	SA	Tas	NT	Total
Average staff levels (a)											
STATISTICAL OPERATIONS (b) (c) (d) -											
Information services	136	148	62	28	26	16	10	11	5	2	161
Publishing	63	63	20	7	5	7	4	6	6	2	57
Electronic dissemination	17	17	19	..	..	..	..	..	..	..	19
Marketing	14	17	10	3	2	2	2	2	1	1	23
National accounts	54	48	49	..	..	..	..	..	..	..	49
International accounts	75	69	72	..	..	..	..	..	..	..	72
Foreign trade (e)	61	63	63	..	..	..	..	..	..	..	63
Prices (f)	122	..	..	..	..	..	..	..	..	..	..
Consumer income and expenditure (f) (g)	..	143	81	16	16	8	8	8	5	3	144
Financial accounts (h)	35	32	32	..	..	..	..	..	..	..	32
Public sector accounts (i)	82	75	29	10	11	8	8	7	4	1	77
Agriculture	137	133	27	29	24	27	11	12	13	1	139
Mining	19	10	1	..	..	..	2	11	..	..	13
Energy	3	2	1	..	..	..	..	..	..	..	1
Manufacturing	97	89	12	44	45	3	4	2	2	1	111
Distribution and services industries	102	71	21	11	13	6	5	6	2	1	65
Construction	80	104	22	19	18	10	7	10	4	2	92
Transport	66	36	12	1	2	9	4	2	2	..	33
Tourism	20	20	1	..	1	22	1	..	..	1	26
Business surveys	72	62	33	8	8	4	3	3	1	1	61
Science and technology	9	10	8	..	..	..	..	1	1	..	10
Integration, classification and development	41	33	33	1	1	1	1	1	..	..	37
Economic censuses systems and surveys (j)	37	47	42	5	7	1	1	..	..	..	55
Population census	71	83	(k)106	9	6	6	5	5	3	4	144
Demography	69	69	26	12	10	7	6	4	2	3	70
Labour	197	219	96	32	24	14	36	10	5	3	221
Social	184	131	56	18	14	28	11	7	6	2	142
Social and labour surveys processing support (g)	..	11	10	..	..	..	..	..	..	..	10
Econometric and time series analyses	20	17	15	..	..	..	..	..	..	..	15
Mathematical statistics	53	46	44	..	..	..	..	..	..	..	44
Statistical services and user liaison	76	84	..	23	19	16	14	13	10	3	100
Population surveys	188	196	37	37	33	31	24	27	10	4	202
Integrated register	176	170	36	52	31	22	15	16	7	2	180
Computer operations and software	296	217	105	12	9	11	12	11	7	..	167
Technology planning and development (c)	80	20	21	..	..	..	..	..	..	..	21
User support (l)	195	239	183	13	12	10	11	10	17	1	257
Economic Accounts Division administrative support	7	6	4	..	..	..	1	..	..	..	4
Industry Division administrative support (m)	7	9	10	3	5	2	1	1	4	1	28
Social and Labour Division administrative support	12	13	9	..	..	..	..	..	..	..	9
Statistical and Information Services Division administrative support	8	6	7	..	..	..	..	..	..	..	7
Computer Services Division administrative support	6	6	4	..	..	..	..	..	..	..	4
Total (c) (d)	2 985	2 836	1 423	393	343	268	204	185	117	37	2 970
CORPORATE SERVICES (b) (c) (d) -											
Executive	62	59	30	5	4	4	5	3	4	3	60
Personnel management	173	164	87	21	21	16	13	12	7	4	182
Resource management	21	26	36	5	2	1	1	1	..	..	46
Management support	162	119	47	13	17	10	10	9	4	2	111
Management review (n)	4	..	..	..	..	..	..	..	..	..	..
Coordination (c)	27	23	18	..	..	..	..	..	..	..	18
Coordination and Management Division administrative support	7	9	6	..	..	..	..	..	..	..	6
Total (c) (d)	456	398	224	44	44	31	29	25	15	9	421
PAID INOPERATIVE STAFF (a)	111	122	51	13	11	9	6	6	1	1	98
TOTAL AVERAGE STAFF LEVELS	3 551	3 356	1 698	450	398	308	239	216	133	47	3 469

(a) Comprises full-time staff and part-time staff at their full-time equivalent. Excludes unpaid cooperative staff. When officers undertake duties within more than one component, they have been classified to that component which occupies most of their time. (b) Excluding paid inoperative staff. (c) The technology planning and development component was known as the computer technology services and planning component prior to 1989-90. This component was included in the corporate services sub-program up to 1988-89. It was moved to the statistical operations sub-program in 1989-90. However, in this table, for 1988-89, the staff resources employed in this component are included in the total for the statistical operations sub-program instead of in the total for the corporate services sub-program. (d) The coordination component was included in the statistical operations sub-program up to 1988-89. It was moved to the corporate services sub-program in 1989-90. However, in this table, for 1988-89, the staff resources employed in this component are included in the total for the corporate services sub-program instead of in the total for the statistical operations sub-program. (e) The foreign trade component was known as the trade component prior to 1989-90. (f) The prices component was incorporated into the consumer income and expenditure component in 1989-90. (g) This component was established in 1989-90. (h) The financial accounts component was known as the financial institutions component prior to 1989-90. (i) The public sector accounts component was known as the public finance component prior to 1989-90. (j) The economic censuses systems and surveys component was known as the economic censuses system component prior to 1989-90. (k) Includes 12 full-time years employed at the 1991 population census data processing centre located in Sydney. These resources were used mainly in relation to the August 1990 census rehearsal for the 1991 population census. (l) The user support component was known as the computer applications component prior to 1989-90. (m) Including Economics Statistics Units in State offices and the Northern Territory Office for 1990-91. (n) This component was discontinued in 1988-89. (o) For example staff on long service leave, extended sick leave, etc. for periods of twelve weeks or longer.

Note: Any difference between totals and sums of components are due to rounding.

TABLE 3.2 ABS STAFF EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922 BY LOCATION, SEX, AND CLASSIFICATION, AT 30 JUNE (a)

Year and classification	ACT	NSW	Vic	Qld	WA	SA	Tas	NT	Total
MEN									
Number									
1989 -									
TOTAL STAFF AT 30 JUNE 1989	1 046	237	215	157	128	139	89	24	2 035
1990 -									
TOTAL STAFF AT 30 JUNE 1990	985	230	211	143	116	134	80	28	1 927
1991 -									
PAID OPERATIVE AND INOPERATIVE STAFF (b) -									
Australian Statistician	1	-	-	-	-	-	-	-	1
Senior Executive Service	28	1	1	1	1	1	-	-	33
Senior Officer -									
Grade B	51	5	5	5	4	3	1	1	75
Grade C	113	14	11	10	6	9	3	6	172
Administrative Service Officer (c) -									
Class 6	216	31	26	20	12	13	12	1	321
Class 5	131	34	36	24	31	27	18	7	308
Class 4	83	50	27	18	17	27	10	3	235
Class 3	58	43	38	28	21	25	14	4	231
Class 2	70	37	30	14	9	14	13	4	191
Class 1	30	12	11	7	11	1	2	-	74
Senior Information Technology Officer -									
Grade B	32	1	1	1	-	1	1	-	37
Grade C	42	1	-	1	3	-	2	1	50
Information Technology Officer -									
Class 2	70	5	4	4	7	3	5	-	98
Class 1	59	4	2	2	2	2	7	-	78
Senior Professional Officer	1	-	-	-	-	-	-	-	1
Professional Officer	3	-	-	-	-	-	-	-	3
General Service Officer	7	1	2	1	-	-	-	-	11
Other classifications	18	2	3	2	-	-	-	-	25
Total paid operative and inoperative staff	1 013	231	197	138	124	126	82	27	1 944
UNPAID INOPERATIVE STAFF	60	11	15	1	8	3	2	-	100
TOTAL STAFF AT 30 JUNE 1991	1 073	242	212	139	132	129	84	27	2 044
WOMEN									
Number									
1989 -									
TOTAL STAFF AT 30 JUNE 1989	829	233	178	202	111	86	44	24	1 705
1990 -									
TOTAL STAFF AT 30 JUNE 1990	729	240	206	184	120	87	52	23	1 651
1991 -									
PAID OPERATIVE AND INOPERATIVE STAFF (b) -									
Australian Statistician	-	-	-	-	-	-	-	-	-
Senior Executive Service	2	-	-	-	-	-	-	-	2
Senior Officer -									
Grade B	9	-	1	-	-	-	-	-	10
Grade C	38	3	4	-	3	1	-	-	49
Administrative Service Officer (c) -									
Class 6	95	11	9	6	3	1	2	1	128
Class 5	116	18	14	17	8	6	2	4	185
Class 4	111	24	40	21	28	14	4	3	245
Class 3	112	69	43	31	23	19	14	9	320
Class 2	141	70	41	52	29	30	11	7	381
Class 1	57	19	16	44	13	5	14	2	169
Senior Information Technology Officer -									
Grade B	5	-	-	-	-	-	-	-	5
Grade C	16	1	-	-	-	-	1	-	18
Information Technology Officer -									
Class 2	26	1	1	-	-	1	1	-	30
Class 1	16	-	-	1	2	2	1	-	22
Senior Professional Officer	2	-	-	-	-	-	-	-	2
Professional Officer	3	1	2	2	1	-	1	-	10
General Service Officer	-	1	2	-	-	-	-	-	3
Other classifications	15	2	2	1	3	-	1	-	24
Total paid operative and inoperative staff	764	219	173	175	113	79	52	26	1 601
UNPAID INOPERATIVE STAFF	74	19	18	11	14	6	7	3	152
TOTAL STAFF AT 30 JUNE 1991	838	238	191	186	127	85	59	29	1 753

For footnotes see end of table.

TABLE 3.2 ABS STAFF EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922 BY LOCATION, SEX, AND CLASSIFICATION, AT 30 JUNE (a) (continued)

Year and classification	ACT	NSW	Vic	QM	WA	SA	Tas	NT	Total
TOTAL									
Number									
1989 -									
TOTAL STAFF AT 30 JUNE 1989	1 875	472	393	339	239	225	133	48	3 744
1990 -									
TOTAL STAFF AT 30 JUNE 1990	1 724	470	417	327	236	221	132	51	3 578
1991 -									
PAID OPERATIVE AND INOPERATIVE STAFF (b) -									
Australian Statistician	1	-	-	-	-	-	-	-	1
Senior Executive Service	30	1	1	1	1	1	-	-	35
Senior Officer -									
Grade B	60	5	6	5	4	3	1	1	85
Grade C	151	17	15	10	9	10	3	6	221
Administrative Service Officer (c) -									
Class 6	311	32	35	26	15	14	14	2	449
Class 5	247	52	50	41	39	33	20	11	493
Class 4	194	74	67	39	45	41	14	6	480
Class 3	170	112	81	59	44	44	28	13	551
Class 2	211	107	71	66	38	44	24	11	572
Class 1	87	30	27	51	24	6	16	2	243
Senior Information Technology Officer -									
Grade B	37	1	1	1	-	1	1	-	42
Grade C	58	2	-	1	3	-	3	1	68
Information Technology Officer -									
Class 2	96	6	5	4	7	6	6	-	128
Class 1	75	4	2	5	4	4	8	-	100
Senior Professional Officer	3	-	-	-	-	-	-	-	3
Professional Officer	6	1	2	2	1	-	-	-	13
General Service Officer	7	2	2	1	-	-	-	-	12
Other classifications	33	4	5	3	3	-	1	-	49
Total paid operative and inoperative staff	1 777	450	370	313	237	205	140	53	3 543
UNPAID INOPERATIVE STAFF	134	30	33	12	22	9	9	3	252
TOTAL STAFF AT 30 JUNE 1991	1 911	480	403	325	259	214	149	56	3 797

(a) Includes, also, the Australian Statistician, who is a statutory office holder appointed under the Australian Bureau of Statistics Act 1975. Excludes unpaid operative staff (eg staff on leave without pay for periods of less than 12 weeks); the number of such staff is very small. Excludes, also, casual staff employed for short periods for population surveys. (b) Being paid at the classification shown at 30 June 1991. (c) Includes Research Officer classifications with same maximum salaries.

**TABLE 3.3 ABS STAFF EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922 BY EMPLOYMENT STATUS, SEX AND CLASSIFICATION, AT 30 JUNE (a)**

Year and classification	Permanent			Temporary			Total		
	Men	Women	Total	Men	Women	Total	Men	Women	Total
<b>FULL-TIME EMPLOYEES</b>									
<b>Number</b>									
1989 -									
TOTAL STAFF AT 30 JUNE 1989	1 947	1 457	3 414	64	117	181	2 011	1 584	3 595
1990 -									
TOTAL STAFF AT 30 JUNE 1990	1 841	1 397	3 238	63	135	198	1 904	1 532	3 436
1991 -									
PAID OPERATIVE AND INOPERATIVE STAFF (b) -									
Australian Statistician	1	--	1	--	--	--	1	--	1
Senior Executive Service	33	2	35	--	--	--	33	2	35
Senior Officers -									
Grade B	75	9	84	--	--	--	75	9	84
Grade C	169	48	217	--	--	--	169	48	217
Administrative Service Officers (c) -									
Class 6	317	114	431	1	--	1	318	114	432
Class 5	299	169	468	8	8	16	307	177	484
Class 4	228	224	452	1	3	4	229	227	456
Class 3	213	292	505	12	17	29	225	309	534
Class 2	163	326	489	23	37	60	186	363	549
Class 1	54	89	143	19	59	78	73	148	221
Senior Information Technology Officer -									
Grade B	37	4	41	--	--	--	37	4	41
Grade C	50	12	62	--	--	--	50	12	62
Information Technology Officer -									
Class 2	95	22	117	1	--	1	96	22	118
Class 1	76	21	97	2	1	3	78	22	100
Senior Professional Officer	1	2	3	--	--	--	1	2	3
Professional Officer	3	9	12	--	1	1	3	10	13
General Service Officer	4	--	4	7	1	8	11	1	12
Other classifications	10	8	18	15	16	31	25	24	49
Total paid operative and inoperative staff	1 828	1 351	3 179	89	143	232	1 917	1 494	3 411
UNPAID INOPERATIVE STAFF	96	134	232	2	2	4	100	136	236
TOTAL STAFF AT 30 JUNE 1991	1 926	1 485	3 411	91	145	236	2 017	1 630	3 647
<b>PART-TIME EMPLOYEES</b>									
<b>Number</b>									
1989 -									
TOTAL STAFF AT 30 JUNE 1989	21	98	119	3	27	30	24	125	149
1990 -									
TOTAL STAFF AT 30 JUNE 1990	21	92	113	2	27	29	23	119	142
1991 -									
PAID OPERATIVE AND INOPERATIVE STAFF (b) -									
Australian Statistician	--	--	--	--	--	--	--	--	--
Senior Executive Service	--	--	--	--	--	--	--	--	--
Senior Officers -									
Grade B	--	1	1	--	--	--	--	1	1
Grade C	3	1	4	--	--	--	3	1	4
Administrative Service Officers (c) -									
Class 6	3	13	16	--	1	1	3	14	17
Class 5	--	6	6	1	2	3	1	8	9
Class 4	6	17	23	--	1	1	6	18	24
Class 3	6	11	17	--	--	--	6	11	17
Class 2	3	16	19	2	2	4	5	18	23
Class 1	--	8	8	1	13	14	1	21	22
Senior Information Technology Officer -									
Grade B	--	1	1	--	--	--	--	1	1
Grade C	--	6	6	--	--	--	--	6	6
Information Technology Officer -									
Class 2	2	8	10	--	--	--	2	8	10
Class 1	--	--	--	--	--	--	--	--	--
Senior Professional Officer	--	--	--	--	--	--	--	--	--
Professional Officer	--	--	--	--	--	--	--	--	--
General Service Officer	--	--	--	--	--	--	--	--	--
Other classifications	--	--	--	--	--	--	--	--	--
Total paid operative and inoperative staff	23	88	111	4	19	23	27	107	134
UNPAID INOPERATIVE STAFF	--	14	14	--	2	2	--	16	16
TOTAL STAFF AT 30 JUNE 1991	23	102	125	4	21	25	27	123	150

(a), (b) and (c) See footnotes to table 3.2.

**TABLE 3.3 ABS STAFF EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922 BY EMPLOYMENT STATUS, SEX AND CLASSIFICATION, AT 30 JUNE (a)**  
(continued)

Year and classification	Permanent			Temporary			Total		
	Men	Women	Total	Men	Women	Total	Men	Women	Total
TOTAL									
1989 -	Number								
TOTAL STAFF AT 30 JUNE 1989	1 968	1 563	3 531	67	144	211	2 035	1 709	3 744
1990 -									
TOTAL STAFF AT 30 JUNE 1990	1 862	1 489	3 351	63	162	227	1 927	1 651	3 578
1991 -									
PAID OPERATIVE AND INOPERATIVE STAFF (b) -									
Australian Sociologists	1	-	1	-	-	-	1	-	1
Senior Executive Service	33	2	35	-	-	-	33	2	35
Senior Officer -									
Grade B	75	10	85	-	-	-	75	10	85
Grade C	172	49	221	-	-	-	172	49	221
Administrative Service Officer (c) -									
Class 6	320	127	447	1	1	2	321	128	449
Class 5	299	175	474	9	10	19	308	185	493
Class 4	234	241	475	1	4	5	235	245	480
Class 3	219	303	522	12	17	29	231	320	551
Class 2	166	342	508	25	39	64	191	381	572
Class 1	54	97	151	20	72	92	74	169	243
Senior Information Technology Officer -									
Grade B	37	5	42	-	-	-	37	5	42
Grade C	50	18	68	-	-	-	50	18	68
Information Technology Officer -									
Class 2	97	30	127	1	-	1	98	30	128
Class 1	76	21	97	2	1	3	78	22	100
Senior Professional Officer	1	2	3	-	-	-	1	2	3
Professional Officer	3	9	12	-	1	1	3	10	13
General Service Officer	4	-	4	7	1	8	11	1	12
Other classifications	10	8	18	15	16	31	25	24	49
Total paid operative and inoperative staff	1 851	1 439	3 290	93	162	255	1 944	1 601	3 545
UNPAID INOPERATIVE STAFF	98	148	246	2	4	6	100	152	252
TOTAL STAFF AT 30 JUNE 1991	1 949	1 587	3 536	95	166	261	2 044	1 753	3 797

(a), (b) and (c) See footnotes to table 3.2.

**TABLE 3.4 STAFF ENGAGED UNDER THE CENSUS AND STATISTICS ACT 1905**

Purpose	1988-89	1989-90	1990-91
	Staff years		
Interviewer enumerated statistical collections (mainly household surveys)	216	220	223
Preparations for 1991 census of population and housing	1	2	20
Total	217	222	243



TABLE 3.5 ABS INTAKE AND SEPARATIONS OF PERMANENT STAFF, 1990-91

<i>Method of intake and type of separation</i>	<i>SES</i>	<i>Non-SES</i>	<i>Total</i>
	<i>Number</i>		
<i>INTAKE -</i>			
Appointment -			
Graduate	..	204	204
Non-graduate	..	178	178
Promotion or transfer from outside the ABS	..	127	127
<i>Total intake</i>	..	509	509
<i>SEPARATIONS -</i>			
Promotion or transfer to outside the ABS	..	143	143
Resignation	..	158	158
Death	..	5	5
Dismissal	..	2	2
Retirement -			
Invalidity	..	..	..
Involuntary	..	3	3
Maximum age	..	3	3
Election by officer -			
Age 55-59 years	1	4	5
Age 60-64 years	..	5	5
<i>Total separations</i>	1	323	324

TABLE 3.6 ABS SENIOR EXECUTIVE SERVICE STAFF BY SALARY LEVEL, SEX AND LOCATION, AT 30 JUNE (a)

Year and location	Salary band			Total		
	1	2	3	Men	Women	Total
Number						
1989 -						
Total at 30 June 1989	24	6	2	30	2	32
1990 -						
Total at 30 June 1990	25	6	2	31	2	33
1991 -						
Australian Capital Territory	20	6	2	26	2	28
New South Wales	1	..	..	1	..	1
Victoria	1	..	..	1	..	1
Queensland	1	..	..	1	..	1
Western Australia	1	..	..	1	..	1
South Australia	1	..	..	1	..	1
Total at 30 June 1991	25	6	2	31	2	33

(a) Operative substantive SES staff only.

TABLE 3.7 ABS SENIOR EXECUTIVE SERVICE, PROMOTIONS, 1990-91

Salary level from which promoted	Salary level to which promoted			Total
	Band 1	Band 2	Band 3	
	Number			
Promotions from non-SES levels	1	..	..	1
Promotions within the SES –				
From band 1	..	..	..	..
From band 2	..	..	..	..
Total	1	..	..	1

TABLE 3.8 ABS SENIOR EXECUTIVE SERVICE FULL-TIME STAFF BY SALARY LEVEL, AGE GROUP AND LENGTH OF SERVICE, AT 30 JUNE 1991 (a)

Age group and length of service	Salary band		Total
	1	2 and 3	
	Number		
AGE GROUP (YEARS) –			
Under 35	..	..	..
35–39	3	..	3
40–44	11	3	14
45–49	8	2	10
50–54	2	2	4
55–59	1	1	2
60 and over	..	..	..
LENGTH OF SERVICE (YEARS) –			
Under 5	1	..	1
5 and under 10	1	..	1
10 and under 15	..	..	..
15 and under 20	4	..	4
20 and under 30	13	5	18
30 and over	6	3	9
Total	25	8	33

(a) Operative substantive SES staff only.

## Appendix 4 TRAINING ACTIVITIES

The following tables show details of eligible training activities by the ABS under the *Training Guarantee (Administration) Act 1990*.

TABLE 4.1 ABS IN-HOUSE TRAINING ATTENDANCE BY LEVEL, 1990-91

Level	Central Office		State offices (a)		Total		
	Men	Women	Men	Women	Men	Women	Total
Staff-activity attendances (b)							
Senior Executive Service	49	4	1	..	50	4	54
Senior Officer Structure	249	105	138	5	387	110	497
Administrative Service Officer --							
Classes 5 and 6	522	329	808	282	1 330	611	1 941
Classes 1 to 4	422	745	1 399	1 768	1 821	2 513	4 334
Senior Officer Structure equivalents	55	49	41	8	96	57	153
Administrative Service Officer equivalents --							
Classes 5 and 6	142	77	124	239	266	316	582
Classes 1 to 4	314	283	143	202	457	485	942
Total	1 753	1 592	2 654	2 504	4 407	4 096	8 503

(a) Includes Northern Territory Office. (b) If a staff member attended more than one training activity during the year, the total number of activities is included.

TABLE 4.2 ABS IN-HOUSE TRAINING PARTICIPATION BY LEVEL, 1990-91

<i>Level</i>	<i>Central Office</i>	<i>State offices (a)</i>	<i>Total</i>
<i>Participant days</i>			
Senior Executive Service	54	2	56
Senior Officer Structure	686	124	810
Administrative Service Officer –			
Classes 5 and 6	1 875	1 554	3 429
Classes 1 to 4	2 612	4 826	7 438
Senior Officer Structure equivalents	247	38	285
Administrative Service Officer equivalents –			
Classes 5 and 6	559	568	1 127
Classes 1 to 4	1 647	401	2 048
<i>Total</i>	<i>7 680</i>	<i>7 513</i>	<i>15 193</i>

(a) Includes Northern Territory Office.

TABLE 4.3 ABS IN-HOUSE TRAINING ATTENDANCE BY COURSE TYPE, 1990-91

Course type	Central Office		State offices (a)		Total		
	Men	Women	Men	Women	Men	Women	Total
Staff-activity attendances (b)							
Statistical development	248	267	254	163	502	430	932
Manager development	414	234	515	264	929	498	1 427
Technical (computing) development	679	755	1 044	1 082	1 723	1 837	3 560
Professional development	26	10	..	..	26	10	36
Office skills	60	79	147	176	207	255	462
Interpersonal skills	132	94	225	293	357	387	744
Orientation	76	73	144	243	220	316	536
Other	118	80	325	283	443	363	806
Total	1 753	1 592	2 654	2 504	4 407	4 096	8 503

(a) Includes Northern Territory Office. (b) If a staff member attended more than one training activity during the year, the total number of activities is included.

TABLE 4.4 ABS IN-HOUSE TRAINING PARTICIPATION BY COURSE TYPE, 1990-91

Course type	Central Office	State offices (a)	Total
Participant days			
Statistical development	1 242	468	1 710
Manager development	1 303	1 484	2 787
Technical (computing) development	3 800	3 471	7 271
Professional development	72	..	72
Office skills	282	377	659
Interpersonal skills	344	783	1 127
Orientation	246	461	707
Other	391	469	860
Total	7 680	7 513	15 193

(a) Includes Northern Territory Office.

TABLE 4.5 ABS EXTERNAL COURSE ATTENDANCE BY LEVEL, 1990-91

Level	Central Office		State offices (a)		Total		
	Men	Women	Men	Women	Men	Women	Total
Staff-activity attendances (b)							
Senior Executive Service	58	3	14	..	72	3	75
Senior Officer Structure	104	47	134	12	238	59	297
Administrative Service Officer – Classes 5 and 6	120	69	237	130	357	199	556
Classes 1 to 4	37	49	206	256	243	305	543
Senior Officer Structure equivalents	178	34	16	3	194	37	231
Administrative Service Officer equivalents – Classes 5 and 6	94	37	28	8	122	45	167
Classes 1 to 4	85	21	29	28	114	49	163
Total	676	260	664	437	1 340	697	2 037

(a) Includes Northern Territory Office. (b) If a staff member attended more than one training activity during the year, the total number of activities is included.

TABLE 4.6 ABS EXTERNAL COURSE PARTICIPATION BY LEVEL, 1990-91

Level	Central Office	State offices (a)	Total
Participant days			
Senior Executive Service	86	23	109
Senior Officer Structure	319	189	508
Administrative Service Officer - Classes 5 and 6	456	646	1 102
Classes 1 to 4	210	737	947
Senior Officer Structure equivalents	369	13	382
Administrative Service Officer equivalents - Classes 5 and 6	322	45	367
Classes 1 to 4	407	156	563
Total	2 169	1 809	3 978

(a) Includes Northern Territory Office.

TABLE 4.7 ABS EXTERNAL COURSE ATTENDANCE BY COURSE TYPE, 1990-91

Course type	Central Office		State offices (a)		Total		
	Men	Women	Men	Women	Men	Women	Total
Staff-activity attendances (b)							
Statistical development	33	19	26	9	59	28	87
Manager development	121	51	213	94	334	145	479
Technical (computing) development	392	110	28	26	420	136	556
Professional development	91	45	68	44	159	89	248
Office skills	15	12	101	84	116	96	212
Interpersonal skills	8	6	66	63	74	69	143
Orientation	..	..	4	2	4	2	6
Other	16	17	158	115	174	132	306
Total	676	260	664	437	1 340	697	2 037

(a) Includes Northern Territory Office. (b) If a staff member attended more than one training activity during the year, the total number of activities is included.

TABLE 4.8 ABS EXTERNAL COURSE PARTICIPATION BY COURSE TYPE, 1990-91

<i>Course type</i>	<i>Central Office</i>	<i>State offices (a)</i>	<i>Total</i>
	Participant days		
Statistical development	103	54	157
Manager development	271	521	792
Technical (computing) development	1 258	97	1 355
Professional development	382	225	607
Office skills	39	351	390
Interpersonal skills	38	220	258
Orientation	..	11	11
Other	78	330	408
<i>Total</i>	<i>2 169</i>	<i>1 809</i>	<i>3 978</i>

(a) Includes Northern Territory Office.

## Appendix 5 EQUAL EMPLOYMENT OPPORTUNITY

The ABS believes that implementation of the principle of equality of opportunity in all employment matters will lead to a more effective and efficient organisation by eliminating factors which prevent staff from developing their full potential. The commitment of the ABS to developing, implementing and monitoring the effectiveness of its equal employment opportunity (EEO) program is reflected in the corporate plan.

The senior executive responsible for EEO in the ABS is the First Assistant Statistician, Coordination and Management Division.

In Central Office the coordination, implementation and monitoring activities under the EEO program are undertaken by the national EEO coordinator (a Senior Officer Grade C who devotes about 50% of time to EEO) with support on a full-time basis by an Administrative Service Officer Class 6. About 50% of another Administrative Service Officer Class 6 position is also devoted to EEO functions. Their responsibilities cover national coordination as well as all EEO matters within Central Office.

In each State and Territory office there is at least one officer who has EEO implementation and coordination responsibilities. In addition, resources in each office have been dedicated to activities which have an EEO aspect, such as participative work design and personnel development.

The ABS has an established structure for consultation on EEO matters through the National EEO Sub-committee which reports to the ABS National Consultative Council. The National Sub-committee met twice during 1990-91. A joint management-union working party of the Sub-committee was formed to consult on development of the new EEO program and met twice during the year. In all ABS offices, EEO issues are addressed through local EEO sub-committees or as standing agenda items for the local consultative councils.

The ABS has maintained a separate EEO data base since early in 1987. Information on the data base is collected from staff on a voluntary basis and personal information is regarded as strictly in-confidence. As at 30 June 1991 the data base included information on 88.8% of ABS staff. In the last year the data held have been closely examined and inconsistencies addressed. This included removal from the data base of EEO information on temporary staff so that short term staffing fluctuations resulting from the cyclical ABS work program are not reflected in the overall EEO profile.

Information on the current data base (including historical data) will be installed into a corporate reporting facility and progressively updated using data downloaded from the new RAINBOW personnel system. This will enable time series reporting on a wider range of EEO data, providing more effective monitoring and evaluation of EEO program implementation.

The following table provides detailed statistics for EEO target groups within the ABS. The figures include both operative and inoperative staff.

# REPRESENTATION OF EEO GROUPS FOR PERMANENT ABS STAFF AT 30 JUNE 1991

Salary range	Total staff	Women	NESB1	NESB2	PWD	ATSI	Staff with EEO data
\$22 070 and below (includes Administrative Service Officer Class 1)	{ 202 {	124 61.4%	23 11.4%	34 16.2%	74 11.9%	5 2.5%	202 100.0%
\$22 071 to \$25 060 (includes Administrative Service Officer Class 2)	{ 552 {	375 67.9%	55 10.0%	55 10.0%	39 7.1%	4 0.7%	476 86.2%
\$25 061 to \$27 780 (includes Administrative Service Officer Class 3)	{ 543 {	327 60.2%	39 7.2%	54 9.9%	35 6.4%	3 0.6%	479 88.2%
\$27 781 to \$31 150 (includes Administrative Service Officer Class 4)	{ 587 {	280 46.9%	55 9.2%	60 10.1%	30 5.0%	-- --	525 87.9%
\$31 151 to \$33 930 (includes Administrative Service Officer Class 5)	{ 529 {	206 38.9%	39 7.4%	46 8.7%	24 4.5%	1 0.2%	472 89.2%
\$33 931 to \$39 700 (includes Administrative Service Officer Class 6)	{ 627 {	182 29.0%	34 5.4%	53 8.5%	31 4.9%	1 0.2%	544 86.8%
\$39 701 to \$44 435 (includes Senior Officer Grade C)	{ 308 {	73 23.7%	19 6.2%	21 6.8%	18 5.8%	-- --	291 94.3%
\$44 436 to \$55 998 (includes Senior Officer Grade B)	{ 142 {	18 12.7%	5 3.5%	6 4.2%	4 2.8%	-- --	117 82.4%
\$55 999 and above (includes Senior Executive Service)	{ 36 {	2 5.6%	2 5.6%	-- --	2 5.6%	-- --	34 94.4%
Total	{ 3 536 {	1 587 44.9%	271 7.7%	329 9.3%	287 8.0%	14 0.4%	3 148 88.8%

Notes: EEO target groups are not mutually exclusive and any individual officer may be included in more than one group.  
Percentages are based on total staff.  
Salary groupings are based on maximum salary for a classification.  
Inoperative staff are included.

Key: NESB1 - People with non-English speaking backgrounds, first generation  
NESB2 - People with non-English speaking backgrounds, second generation  
PWD - People with disabilities  
ATSI - Aborigines and Torres Strait Islanders

The removal of EEO information on temporary staff from the ABS EEO data base makes comparisons between the representation of EEO groups at 30 June 1991 with 30 June 1990 very difficult. This notwithstanding, a comparison between permanent women at each classification level shows that, since June 1990, their percentage representation at the Administrative Service Officer (ASO) Class 1 and ASO Class 2 level has decreased while their representation at all other levels except ASO Class 6 has increased.

While women are still concentrated at the lower levels there appears to be an emerging trend toward their greater representation in middle and senior management.

The decline in the total number of Aborigines and Torres Strait Islanders is attributed to the removal of temporary staff from the EEO data base. With this group also the representation at the base level has decreased with a corresponding increase at the ASO Class 3 and ASO Class 5 levels. This pattern is repeated for people from non-English speaking backgrounds



and people with disabilities. As with women there appears to be an emerging trend towards the movement of target group members further up the ASO structure. This may reflect initiatives taken under the first ABS EEO program to improve personnel administration and selection procedures generally.

There were two formal EEO grievances lodged during 1990-91. In addition there were 18 EEO-related complaints lodged with EEO coordinators. All these latter informal complaints were resolved at the workplace. Thirteen concerned discrimination on grounds of sex, two concerned race or ethnicity, and three were received from persons with disabilities. There were four informal reports of sexual harassment.

The major priorities for 1990-91 were:

- Review of the EEO program as required under section 22B of the *Public Service Act 1922*, development of a new program for the period July 1991 – June 1994 and its issue to all staff.
- Pursuit of each element of the four-part Service-wide strategy 'Further Steps Forward—EEO into the 90s'.
- Increasing awareness among managers of their EEO responsibilities.
- Development and implementation of local strategies to underpin the new EEO program.
- Maintenance and, if possible, further development of training programs for target group members.
- Specification and acceptance testing of the new EEO data base.

During 1990-91 a review of the first ABS EEO program was completed and a new EEO program for the period July 1991 – June 1994 was developed. The new program reflects input from the Public Sector Union and staff in all ABS offices. Ongoing monitoring and evaluation of the effectiveness of the program will occur in three ways. The first is through an EEO quarterly reporting system, the second from a regular analysis of data from the enhanced EEO data base and the third through exit questionnaires and interviews for staff leaving the ABS.

Training modules on EEO for inclusion in all orientation, supervisor and middle management development programs were developed and presented. Modules included in all management programs focused on managerial responsibilities with respect to EEO.

Examples of initiatives to develop training courses with special relevance to EEO target group members were a four-day course on identifying and eliminating career path barriers for women in middle management which was presented in Canberra in May 1991 and attended by participants from all State offices, and a deafness awareness training program which was also presented in Canberra.

A disability contact officer network and a network for people with disabilities were established in Central Office to provide better feedback on the training and other needs of people with disabilities.

The ABS was nominated for the Prime Minister's Employer of the Year Award. The Tasmanian Office provided work experience to assist in rehabilitating a person with mobility problems. The person was subsequently appointed as a permanent officer.

Local strategies have been developed in all regional offices to underpin the new EEO program.

EEO coordinators in each ABS office were active in maintaining local EEO networks and providing support and training where required to other agencies.

A system of quarterly EEO management reports for each ABS office has operated since 1989-90. These reports are assessed both locally and at the national level. Since the beginning of 1990 these reports have been provided to the Minister Assisting the Treasurer in aggregated form.

The ABS EEO data base and the Continuous Record of Personnel which is administered by the Department of Finance also provide EEO data for analysis and evaluation, as does a system for monitoring information on EEO target groups in staff selection processes which was introduced and in Central Office during the latter part of 1989-90 and is now operating throughout the ABS.

EEO reporting requirements have been specified for the new RAINBOW personnel system. The enhanced reporting facilities, when available, will provide for more effective monitoring and evaluation of EEO performance.

Initiatives designed to implement the strategies of 'Further Steps Forward' begun in 1990-91 will continue over a period of two years. In particular they will focus on:

- Informing managers of their EEO responsibilities.
- Promoting awareness of the PSC 'Focus on Ability' initiative through training courses such as the one on deafness awareness and modules in training courses
- Promoting equity in development and advancement opportunities for EEO target group members, with the aim that they be promoted in at least the same proportion as other staff.
- Actively seeking to remove barriers which prevent the recruitment and retention of Aboriginal and Torres Strait Islander staff.
- Continuing to improve monitoring and evaluation of EEO through collection and analysis of statistics from the EEO data base.

Immediate priorities for 1991-92 will focus on the key elements of the new EEO program:

- Raising awareness of EEO among all staff.
- Creating a work environment which is safe, accessible and free from harassment and discrimination.
- Maintaining the ongoing commitment to developing and identifying specific programs for all target groups.
- Ensuring that all staff are aware of, exercise and are accountable for their EEO responsibilities.
- Ensuring effective monitoring of the program.
- Maintaining an EEO data base which can provide effective, timely and appropriate information on the program and which can be expanded to take account of future needs.

Further information on the ABS EEO program can be obtained from the national EEO coordinator located in the Personnel Policy and Practices Section, Australian Bureau of Statistics, P.O. Box 10, Belconnen, ACT 2616.

## Appendix 6 INDUSTRIAL DEMOCRACY

The ABS believes that encouraging all staff to participate in decision making on matters affecting their working lives will lead to better informed decision making, improved staff morale and greater commitment from staff. It will also generally enrich the working lives of staff at all levels within the ABS.

Further, the ABS recognises and accepts responsibility for developing, implementing and monitoring the effectiveness of arrangements which promote the meaningful participation of all members of the organisation in corporate activity.

It is therefore ABS policy to ensure that the necessary conditions and opportunities exist for the involvement of staff and their representatives in the management of ABS activities. This is reflected in the ABS corporate plan.

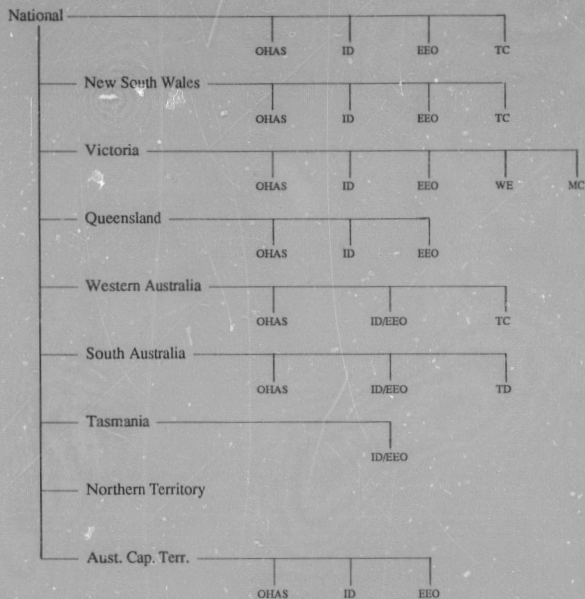
The senior executive responsible for industrial democracy (ID) in the ABS is the First Assistant Statistician, Coordination and Management Division.

In Central Office, the coordination, implementation and monitoring activities under the ID plan are undertaken by a Senior Officer Grade C, who devotes approximately 50% of time to ID issues, and is supported by a full-time Administrative Service Officer Class 6. Their responsibilities cover both national and ACT activities.

In each other office there is at least one officer whose duties include local coordination of ID.

The ABS has an established structure for consultation. These mechanisms have been proven to be an effective forum for raising and discussing a wide range of issues of interest to both management and the Public Sector Union.

The formal structure is illustrated by the diagram on the next page.



Key:	OHAS	-	Occupational Health and Safety
	ID	-	Industrial Democracy
	EEO	-	Equal Employment Opportunity
	TC	-	Technological Change
	WE	-	Working Environment
	MC	-	Monthly Management-Union Consultation
	TD	-	Training and Development

In addition, a national implementation committee and local negotiating forums were established for the life of the three-year program of participative work design which concluded in June 1991.

The major priorities for 1990-91 were:

- Review of the former ABS ID plan and drafting and publication of the ID plan for the period July 1991 – June 1993.
- Development and implementation of local strategies to support the ID plan.
- Completion of the program of participative work design commenced in 1988.

A review of the first ABS ID plan was completed and a new ID plan for the period July 1991 – June 1993 was developed in consultation with the Public Sector Union. The new plan, which reflects input from staff at all levels of the organisation, was ratified by the ABS National Consultative Council in May 1991 and has been issued to all staff.

An integral thrust of the new ID plan is to ensure that managers at all levels accept and appreciate that they are the principal agents of industrial democracy and that day-to-day practices in the workplace underpin the commitment of the ABS to industrial democracy.

Evaluation is an integral part of the new ID plan and goes hand in hand with implementation rather than being an entirely separate process. The ID Sub-committee of the National Consultative Council monitors implementation through quarterly reports prepared in each ABS office by the State or Territory ID Sub-committee. A full review of the plan will be conducted during the first half of 1993.

The three-year program of participative work design completed during the year contributed significantly to increasing staff participation at all levels in the ABS and was the premier working example of industrial democracy practices at the workgroup level. This program was a major success in improving communication within workgroups and increasing awareness and acceptance of the benefits of participative management. (For further details see page 61.)

During 1990-91 efforts were continued to raise the general awareness by staff of ID and to educate staff at all levels in the principles and practices of ID. Specific ID training modules were provided to all staff attending induction, supervisor development, Graduate Administrative Assistant orientation and middle management development training courses.

The priorities identified for 1991-92 are:

- Review of the ABS information sharing policy.
- Review of ID training material.
- Production of an information kit defining ID and participative management responsibilities.
- Developing and implementing proposals to build on the benefits of the participative work design program.

# Appendix 7 EXPENDITURE AND RECEIPTS

## ABS PROGRAM EXPENDITURE AND RECEIPTS

	1988-89	1989-90	1990-91	1991-92	
	Actual	Actual	Total appropriation	Actual	Estimates (a)
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>EXPENDITURE</b>					
Salaries etc. (b) -					
Salaries	102 663	100 065	111 535	110 065	128 120
Overtime	736	829		1 172	1 386
Total 671.1.01	103 528	100 894	111 535	111 237	129 506
Administrative expenses -					
Travel and subsistence	2 801	3 419		4 919	5 145
Office requisites	6 911	8 287		11 832	12 428
Postage and telephones	5 791	5 349		6 504	6 707
Computer services	4 415	5 838	47 856	6 258	4 201
Incidentals (c)(d)	3 965	6 207		7 510	8 013
Agents	6 157	7 193		9 312	43 011
Minor capital expenses (e)	..	4 840		4 808	3 181
Total 671.1.02	30 039	41 133	47 856	51 192	82 686
SES salaries (e)	..	..	2 410	2 440	2 502
Total 671.1.03	..	..	2 410	2 440	2 502
Receipts to be credited pursuant to section 9 of Appropriation Bill No. 1 (f)	..	(g)	5 499	(g)	2 310
Total sub-division 671.1	133 438	142 027	167 299	164 869	217 004
Property operating expenses (h) -					
Current 671.2.01	..	22 040	28 484	28 470	33 773
Capital 671.2.02	..	434	1 496	628	1 608
Total sub-division 671.2	..	22 474	29 980	29 098	35 381
Compensation and legal expenses (d)	643	86	90	89	61
Total sub-division 671.3	643	86	90	89	61
Total division 671	134 081	164 587	197 370	194 055	252 446
Capital works and services -					
Plant and equipment 979.1.01 (c)	12 026	3 155	3 241	3 241	3 075
Construction of facilities 979.1.02 (h)	..	1 331	1 937	834	2 156
Total division 979	12 026	4 486	5 178	4 075	5 231
Total expenditure	146 107	169 074	202 548	198 131	257 677
<b>RECEIPTS</b>					
Miscellaneous revenue	5 351	5 271	5 376	5 376	6 588
Section 35 of Audit Act 1901 (f)	..	3 229	5 499	5 499	2 310
TOTAL ABS OUTLAYS	140 756	160 574	191 672	187 255	248 779

(a) Figures for each Sub-Division are as included in Appropriation Bills Nos 1 and 2. Estimated item figures in Sub-Division 671.1 are based upon the Forward Work Program and exclude expenditure from receipts credited pursuant to Section 9 of Appropriation Bill No 1. (b) Excludes SES salaries for 1990-91 and 1991-92. (c) From 1989-90, minor capital expenses (which include purchases of furniture and fittings) includes some expenditure previously included in plant and equipment and incidental administrative expenses. (d) From 1989-90, incidental administrative expenses includes Comcare premium for compensation costs of current and former employees previously included in compensation and legal. (e) Prior to 1990-91, SES salaries were included in item 671.1.01. (f) Revenue from section 35 of the Audit Act 1901 is to be credited to Div 671.1 under receipts credited pursuant to section 9 of Appropriation Bill No. 1. (g) Receipts offset against administrative expenses. (h) From 1989-90 the ABS assumed control of property operating expenses and construction of facilities.

Note: Any differences between totals and sums of components are due to rounding.

## AUSTRALIAN BUREAU OF STATISTICS

### FINANCIAL STATEMENTS

1990-91

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Glossary of Terms



STATEMENT BY THE AUSTRALIAN STATISTICIAN

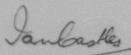
AND

PRINCIPAL ACCOUNTING OFFICER

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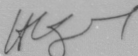
CERTIFICATION

We certify that the attached financial statements for the year ended 30 June 1991 are in agreement with the accounts and records of the Australian Bureau of Statistics, and, in our opinion, the statements have been prepared in accordance with the *Financial Statements Guidelines for Departmental Secretaries* issued by the Minister for Finance in June 1991, except as indicated in note 1(e) to the financial statements.



I. Castles  
*Australian Statistician*

14<sup>th</sup> August 1991



H. Kriegel  
*Assistant Statistician  
Resources Management Branch*

14 August 1991



our ref:

**AUSTRALIAN BUREAU OF STATISTICS  
AUDIT REPORT ON FINANCIAL STATEMENT**

In accordance with subsection 50(1) of the Audit Act 1901, the Australian Statistician has submitted for audit the financial statement of the Australian Bureau of Statistics for the year ended 30 June 1991.

Subsection 50(2) of the Act provides that the financial statement shall be prepared in accordance with financial statement guidelines issued by the Minister for Finance. Paragraphs 50(2)(a) and 50(2)(b) respectively, require the statements to set out:

- (a) particulars of the receipts and expenditures of the Consolidated Revenue Fund, the Loan Fund and the Trust Fund during the financial year in respect of the Department; and
- (b) such other information relating to the financial year as is required by the financial statement guidelines to be included in the statement.

The parts of the financial statement prepared in accordance with paragraph 50(2)(b) of the Act are not subject to audit examination and report unless the Minister for Finance has declared that they are subject to full examination. At the date of this report the Minister had not made a declaration in respect of the Australian Bureau of Statistics.

The parts of the financial statement prepared in accordance with paragraph 50(2)(a) of the Act which are subject to audit have been prepared in accordance with the policies outlined in Notes 1(a), 1(b)(i), 1(c), 1(g), 1(h), 1(i) and 4. For the purposes of providing this report pursuant to subsection 51(1), the statements have been audited in conformance with the Australian National Audit Office Auditing Standards which incorporate the Australian Auditing Standards.

In accordance with subsection 51(1) of the Act, I now report that the parts of the statement prepared in accordance with paragraph 50(2)(a) are, in my opinion:

- in agreement with the accounts and records kept in accordance with section 40 of the Act, and
- in accordance with the financial statement guidelines made by the Minister for Finance.

D. S. Lennie  
Executive Director  
Australian National Audit Office

20 August 1991

# AGGREGATE STATEMENT OF TRANSACTIONS BY FUND FOR THE YEAR ENDED 30 JUNE 1991

This Statement shows aggregate cash transactions, for which the Australian Bureau of Statistics is responsible, for the following Funds of the Commonwealth Public Account (CPA). The Bureau does not operate a Loan Fund.

<i>1989-90 Actual</i>		<i>1990-91 Budget</i>	<i>1990-91 Actual</i>
\$		\$	\$
CONSOLIDATED REVENUE FUND (CRF)			
<u>8 499 485</u>	Total receipts	<u>7 906 600</u>	<u>10 875 124</u>
<u>169 073 562</u>	Expenditure from Annual Appropriations	<u>197 509 100</u>	<u>198 130 578</u>
TRUST FUND			
2 753	Balance 1 July 1990	..	5904
12 186	Receipts	..	373 865
9 035	Expenditure	..	374 437
<u>5 904</u>	Balance 30 June 1991	<u>..</u>	<u>5 332</u>
Represented by -			
<u>5 904</u>	Cash	<u>..</u>	<u>5 332</u>

# **DETAILED STATEMENT OF TRANSACTIONS BY FUND FOR THE YEAR ENDED 30 JUNE 1991**

## **1. Consolidated Revenue Fund (CRF)**

The CRF is the main working fund of the Commonwealth and consists of all current moneys received by the Commonwealth (excluding loan raisings and moneys received by the Trust Fund). The Constitution requires an appropriation of moneys by the Parliament before any expenditure can be made from this Fund. All appropriations made to the Bureau during 1990-91 were made under the annual Appropriation Acts.

### *Receipts to CRF*

1989-90 Actual		Notes	1990-91 Budget	1990-91 Actual
\$			\$	\$
RECEIPTS OFFSET WITHIN OUTLAYS				
5 270 636	Miscellaneous	3	5 710 500	5 375 943
3 228 849	Section 35 of the <i>Audit Act 1901</i> – to be credited to running costs – Division 671	4	2 196 100	5 499 181
8 499 485	Total Receipts to CRF		7 906 600	10 875 124

### *Expenditure from CRF by Appropriation*

1989-90 Expenditure		1990-91 Appropriation	1990-91 Expenditure
\$		\$	\$
164 587 232 387	{ Appropriation Act No. 1	190 135 000	194 055
	{ Appropriation Act No. 4	1 704 000	
	{ Section 35 of the <i>Audit Act 1901</i> - to be credited to running costs - Division 671	5 499 181	
	{ Advance to the Minister for Finance	31 356	
4 486 330	{ Appropriation Act No. 2	5 178 000	4 075 191
	{ Appropriation Act No. 5	..	
	{ Advance to the Minister for Finance	..	
169 073 562	<i>Total Expenditure from CRF</i>	202 547 537	198 130 578

# DETAILED STATEMENT OF TRANSACTIONS BY FUND (continued)

## Expenditure from CRF by division, subdivision and item level

1989-90 Expenditure		Sub- Program	1990-91 Appropriation	1990-91 Expenditure
\$			\$	\$
APPROPRIATION ACTS NOS 1 AND 4				
Division 671 Australian Bureau of Statistics				
Running costs				
	1.01 Salaries and payments in the nature of salary	(a)	111 534 800	111 236 540
142 027 187	1.02 Administrative expenses	(a)	53 355 481	51 192 121
	1.03 SES Salaries	(a)(b)	2 410 200	2 440 393
Property operating expenses				
22 039 971	2.01 Current	(a)	28 483 500	28 470 213
433 670	2.02 Capital	(a)	1 496 000	627 512
Other services				
86 404	3.01 Compensation and legal expenses	5.2	89 556	88 608
164 587 232	Total Appropriation Acts 1 and 4		197 369 537	194 055 387
APPROPRIATION ACTS NOS 2 AND 5				
Division 979 Australian Bureau of Statistics				
Capital works and services				
3 155 000	1.01 Plant and equipment	5.1	3 241 000	3 240 990
1 331 330	1.02 Construction of facilities	5.2	1 937 000	834 201
4 486 330	Total Appropriation Acts 2 and 5		5 178 000	4 075 191
169 073 562	TOTAL		202 547 537	198 130 578
(a) Allocated to both sub-programs (b) Refer to note 17 to the financial statements				

# DETAILED STATEMENT OF TRANSACTIONS BY FUND (continued)

## 2. Trust Fund

This Section discloses details of the Trust Fund administered by the Australian Bureau of Statistics. The Trust Fund consists of two accounts, one titled Other Trust Monies, and the other titled COMCARE.

1989-90	Notes	1990-91
\$		\$
OTHER TRUST MONEYS		
Legal Authority - <i>Audit Act 1901</i> section 60		
Purposes - for the receipt of moneys temporarily held in trust for other persons, and for moneys received without sufficient information for crediting to the correct head of revenue		
Receipts and expenditure		
2 753	Balance at 1 July 1990	5 904
12 186	Receipts	3 819
9 035	Expenditure	3 412
5 904	Balance at 30 June 1991	6 311
COMCARE		
Legal Authority - <i>Audit Act 1901</i> section 60		
Purpose - for the payment of compensation on behalf of COMCARE		
Receipts and expenditure		
n.a.	Balance at 1 July 1990	5 nil
n.a.	Receipts	370 046
n.a.	Expenditure	371 025
n.a.	Balance at 30 June 1991	6 (979)

# PROGRAM SUMMARY FOR THE YEAR ENDED 30 JUNE 1991

This statement shows the outlays for the two sub-programs administered by the Bureau, and reconciles the total outlays to total expenditure from appropriations.

This statement has not been subject to audit.

1989-90 Actual		1990-91 Budget	1990-91 Actual
\$		\$	\$
OUTLAYS			
104 581 124	5.1 Statistical Operations	125 684 207	123 309 246
55 992 953	5.2 Corporate Services	63 918 293	63 946 208
160 574 077	Total Outlays	189 602 500	187 255 454
PLUS: RECEIPTS OFFSET WITHIN OUTLAYS			
8 159 177	5.1 Statistical Operations	7 820 800	10 381 096
340 308	5.2 Corporate Services	85 800	494 028
8 499 485	Total Receipts to CRF	7 906 600	10 875 124
169 073 562	TOTAL EXPENDITURE FROM APPROPRIATIONS	197 509 100	198 130 578

# PROGRAM STATEMENT FOR THE YEAR ENDED 30 JUNE 1991

This Statement shows details of expenditure from annual appropriations for the program and two sub-programs administered by the Bureau. Further details about these sub-programs are provided in Note 2 to these financial statements. Each 'annual' appropriation item contributing to a sub-program is identified by its description followed by its appropriation code in brackets. Partial allocation of appropriation items to sub-programs is indicated by '(p)' following the item. The Statement also shows details of revenue for each sub-program.

This statement has not been subject to audit.

1989-90 Actual		Notes	1990-91 Budget	1990-91 Actual
\$	PROGRAM 5	2	\$	\$
	SUB-PROGRAM 5.1	2		
	- STATISTICAL OPERATIONS			
	Running costs (671.1)(p)			
83 122 386	Salaries and payments in the nature of salaries		91 138 900	92 394 508
25 835 225	Administrative expenses	1(h)	34 223 207	34 451 073
	Property operating expenses (671.2) (p)			
642 200	Current		3 836 900	3 386 760
..	Capital		1 065 000	217 011
	Capital works and services (979.1)			
3 140 490	Plant and equipment		3 241 000	3 240 990
112 740 301	Total expenditure from Appropriations for Sub-Program 5.1	1(h)	133 505 007	133 690 342
	<i>less receipts offset within outlays</i>			
5 270 636	Miscellaneous		5 710 500	5 375 943
2 888 541	Section 35 of the Audit Act 1901 - to be credited to running costs Division 671.1(p)		2 110 300	5 005 153
104 581 124	Total outlays for Sub-program 5.1		125 684 207	123 309 246



**PROGRAM STATEMENT (continued)**

1989-90 Actual	Notes	1990-91 Budget	1990-91 Actual
\$		\$	\$
SUB-PROGRAM 5.2			
- CORPORATE SERVICES			
Running costs (671.1)(p)			
33 069 576	{ Salaries and payments in the nature	19 761 900	18 842 032
	{ of salaries		
	{ Administrative expenses	15 099 193	16 741 048
	{ SES Salaries	2 410 200	2 440 393
Property operating expenses (671.2) (p)			
21 397 771	Current	24 306 600	25 083 453
433 670	Capital	431 000	410 501
86 404	Compensation and legal expenses (671.3)	58 200	88 608
Capital works and services (979.1)			
14 510	Plant and equipment	..	..
1 331 330	Construction of facilities	1 937 000	834 201
56 333 261	Total expenditure from Appropriations for Sub-program 5.2	64 004 093	64 440 236
<i>less receipts offset within outlays</i>			
340 308	Section 35 of the <i>Audit Act 1901</i> - to be credited to running costs Division 671.1(p)	85 800	494 028
55 992 953	Total outlays for Sub-program 5.2	63 918 293	63 946 208
160 574 077	TOTAL OUTLAYS FOR BOTH SUB-PROGRAMS	189 602 500	187 255 454

**STATEMENT OF SUPPLEMENTARY FINANCIAL INFORMATION AS AT  
30 JUNE 1991**

This Statement has not been subject to audit.

30 June 1990		Notes	30 June 1991
\$			\$
<b>CURRENT ASSETS</b>			
128 685	Cash on hand and at bank	7	118 038
456 442	Receivables	8	653 174
281 500	Inventories	1 (e)	1 301 176
<b>866 627</b>	<b>TOTAL CURRENT ASSETS</b>		<b>2 072 388</b>
<b>NON-CURRENT ASSETS</b>			
40 432 579	Plant and equipment	9, 1 (d)	41 205 188
12 070 375	Computer, furniture and office equipment	9, 1 (d)	15 303 960
<b>52 502 954</b>	<b>TOTAL NON-CURRENT ASSETS</b>		<b>56 509 148</b>
<b>53 369 581</b>	<b>TOTAL ASSETS</b>		<b>58 581 536</b>
<b>CURRENT LIABILITIES</b>			
47 613	Creditors	10	1 920 624
<b>NON-CURRENT LIABILITIES</b>			
..	Creditors	10	46 970
<b>47 613</b>	<b>TOTAL LIABILITIES</b>		<b>1 967 594</b>

# NOTES TO THE FINANCIAL STATEMENTS AS AT 30 JUNE 1991

## Note 1

### Statement of significant accounting policies

#### (a) Statutory Requirements

The financial statements have been prepared in accordance with the *Financial Statements Guidelines for Departmental Secretaries* issued by the Minister for Finance in June 1991, except as otherwise indicated.

#### (b) Historical Cost

- (i) The financial statements have been prepared on a cash basis with the exception of the Statement of Supplementary Financial Information which includes certain accrual-type information.
- (ii) Except where otherwise stated, the financial statements have been prepared in accordance with the historical cost convention and do not take account of changing money values or current values of non-current assets.

#### (c) Rounding

All Statements (and related notes) have been rounded to the nearest dollar.

#### (d) Property, Plant and Equipment

Amounts included in the balance of Plant and Equipment and Computer, Furniture and Office Equipment represent individual assets with a value in excess of \$2 000. Other assets comprising land and buildings, intangible assets such as patents and copyrights, and minor assets with individual values of less than \$2 000 have not been accounted for in the Statement of Supplementary Financial Information.

#### (e) Inventories

Inventories brought to account in the Statement of Supplementary Financial Information comprise goods or other property:

- held for sale, or
- to be used in the production of goods.

This represents a change in accounting policy from 1989-90 when only items with an individual value in excess of \$1 000 were brought to account.

Items brought to account in 1990-91 have been valued at sale price. This represents a departure from the *Financial Statements Guidelines for Departmental Secretaries* issued by the Minister for Finance in June 1991.

(f) Creditors

In accordance with the *Financial Statements Guidelines for Departmental Secretaries*, salaries, wages and related benefits payable to officers and employees of the Bureau have not been accounted for in the balance of creditors in the Statement of Supplementary Financial Information.

(g) Comparative Figures

Actual expenditure figures for 1989-90 have been reported according to figures included in the Bureau's 1989-90 financial statements.

(h) Appropriation and Budget Figures

Appropriation figures comprise amounts under the Appropriation Acts, Advances to the Minister for Finance and receipts credited under section 35 of the Audit Act. The Department of Finance Funds Management Report has been reconciled back to appropriation figures and has been used to provide the breakup of appropriation figures at the Item level in the Statement of Transactions by Fund.

Budget figures on the Program Summary and Program Statement have been obtained from the Explanatory Notes 1990-91 Treasury Portfolio, Budget Related Paper No. 6.16. The 1990-91 estimate of receipts to be credited pursuant to section 9 of Appropriation Bill No. 1 have been included in the Administrative Expenses item for both sub-programs. These figures differ from the figure appearing in Appropriation Act No. 1 by this amount.

(i) Expenditure and Actual Figures

Expenditure and Actual figures appearing on all statements have been taken from the Department of Finance Central Ledger Extract and the Department of Finance Head Office Statement of Balances at end June 1991. Actual figures include receipts.

**Note 2**

**Program and Sub-programs**

The Australian Bureau of Statistics represents one of the programs within the Treasury Portfolio. This program is Program 5 and is divided into two sub-programs called Statistical Operations (Sub-program 5.1) and Corporate Services (Sub-program 5.2).

A detailed explanation of the ABS program and the two sub-programs is provided in the Explanatory Notes 1990-91 Treasury Portfolio, Budget Related Paper No. 6.16.

Details of appropriation and expenditure at the appropriation division, sub-division and item level for the two sub-programs are shown in the Program Statement.

### Note 3

#### Miscellaneous Receipts

The total miscellaneous receipts for 1990-91 is the net of refund and is attributable to Sub-program 5.1, Statistical Operations. Refunds totalled \$80 183.

### Note 4

#### Running costs (Annotated Appropriation 671.1)

This appropriation was annotated pursuant to section 35 of the *Audit Act 1901* to allow the crediting of certain receipts.

<i>Sub-program</i>	<i>Annotated Appropriation</i> \$	<i>Receipts</i> \$	<i>Appropriation</i> \$	<i>Expenditure</i> \$
5.1	32 788 960	5 005 152	37 794 112	34 451 073
5.2	15 067 340	494 029	15 561 369	16 741 048
<i>Totals</i>	<i>47 856 300</i>	<i>5 499 181</i>	<i>53 355 481</i>	<i>51 192 121</i>

The arrangements for 1990-91 with the Department of Finance were:

- Half of any receipts for standard products and services in excess of \$5.02 million were credited to the ABS.
- Receipts for non-standard products and services were credited to the ABS.
- Half of the receipts from the sale of CDATA86 – CD-ROM were credited to the ABS after Space-Time Research Pty Ltd, the joint venture partner, and AUSLIG had received royalty payments.

## Note 5

### ESTABLISHMENT OF COMCARE Trust Account

The COMCARE Trust Account was established during the 1990-91 financial year. Prior to 1 July 1990 the Bureau made compensation payments by direct debit against the COMCARE ledger in the Department of Finance Pay System.

## Note 6

### COMCARE Balance at 30 June 1991

The negative balance at 30 June 1991 resulted from insufficient COMCARE receipts being received by 30 June 1991. The payment was funded by funds allocation being made available under Running Costs.

## Note 7

### Cash on hand and at bank

This has not been subject to audit.

The cash on hand and bank balances as at 30 June 1991 totalled \$118 038. Bank balances comprise balances of bank accounts opened pursuant to sub-section 21(1) of the *Audit Act 1901*.

	30 June 1990	30 June 1991
	\$	\$
Collector's bank accounts	9 899	33 969
Cash advances - CPM	61 396	61 039
Credit Card Fees/advances bank accounts	26 153	1 033
Other	31 237	21 997
<i>Total</i>	<i>128 685</i>	<i>118 038</i>

## Note 8

### Receivables

This has not been subject to audit.

Unpaid receivables totalled \$653 174 at 30 June 1991.

Of the total amounts unpaid as at 30 June, the following amounts were overdue:

<i>Overdue</i>	<i>30 June 1990</i>	<i>30 June 1991</i>
	\$	\$
Less than 30 days	185 587	258 935
30 days to 60 days	119 904	102 696
Later than 60 days	150 951	117 001
<i>Total</i>	<i>456 442</i>	<i>478 632</i>

The amount of unrecoverable receivables is estimated to be \$34 261.

## Note 9

### Non-current assets

This has not been subject to audit.

Non-current assets at 30 June were:

<i>Category</i>	<i>30 June 1990</i>	<i>30 June 1991</i>
	\$	\$
Plant and equipment	40 432 579	41 205 188
Computer equipment (eg software)	10 407 508	12 491 609
Furniture and fittings	181 015	986 842
Office equipment	1 481 852	1 825 509
<i>Total</i>	<i>52 502 954</i>	<i>56 509 148</i>

## Note 10

### Creditors

This has not been subject to audit.

Creditors comprise three classes:

1. – Creditors arising from subscriptions received for discontinued publications or where the subscription has been cancelled. Creditors in this class totalled \$482 537 at 30 June 1991. For the period ending 30 June 1990, a total of \$46 970 was owed, but this figure included only subscriptions which were cancelled. Of the total amount as at 30 June 1991, the figure was \$127 666 for this category. As there has been no claim on the Bureau for the refund of these subscriptions, the total outstanding amount of \$482 537 as at 30 June 1991 has not been shown as overdue for the purposes of the age analysis below. The amount of \$46 970 as outstanding at 30 June 1990 has, however, been shown as non-current in the Statement of Supplementary Financial Information as at 30 June 1991.

2. – Creditors arising from the *Government-to-Government Arrangements* entered into with States pursuant to the *Statistics (Arrangements with States) Act 1956* to provide statistical services for State governments. Under these arrangements, the amount of \$50 067 was still to be refunded for the June 1991 quarter. There was no amount outstanding as at 30 June 1990.

3. – Trade creditors. A total of \$1 434 990 was outstanding as at 30 June 1991 for this class of creditor. Trade creditors reported as at 30 June 1990 totalled \$643. However, this incorrectly only covered overdue amounts, which compares with \$8 765 as at 30 June 1991.

Of the total amount of \$1 967 594 as at 30 June, the following amounts were overdue:

Category	30 June 1990	30 June 1991
	\$	\$
Less than 30 days	425	8 765
30 days to 60 days	..	..
More than 60 days	218	..
Total	643	8 765



## Note 11

### Forward obligations

This has not been subject to audit.

The Bureau entered into the following forward obligations as at 30 June, payable as follows:

	<i>Discharge in 1991-92</i>	<i>Discharge in 1992-93</i>	<i>Discharge in 1993-94 and onwards</i>
	\$	\$	\$
Plant and Equipment	827 000	..	..
Property Operating Expenses			
Current	32 409 314	33 153 170	36 803 000
Capital	898 000	650 000	..
<i>Total</i>	<i>34 134 314</i>	<i>33 803 170</i>	<i>36 803 000</i>

As at 30 June 1990, forward obligations in respect of Plant and Equipment totalled \$419 175. The figure for Property Operating Expenses at 30 June 1990 was not reported in the Bureau's 1989-90 notes to the financial statements.

## Note 12

### Act of grace payments

This has not been subject to audit.

No payments were made during the financial year 1990-91 pursuant to authorisations given under section 34A of the *Audit Act 1901*.

## Note 13

### Waiver of rights to payment of moneys

This has not been subject to audit.

No payments were waived during the financial year 1990-91 under subsection 70C(2) of the *Audit Act 1901*.

## Note 14

### Amounts written off

This has not been subject to audit.

The following details are furnished in relation to amounts written off during the financial year under sub-section 70C(1) of the *Audit Act 1901*.

#### AMOUNTS UP TO \$1 000

<i>Category</i>	<i>Amount</i>
	\$
(1) Losses or deficiencies of public moneys	70
(2) Irrecoverable amounts of revenue	785
(3) Irrecoverable debts and overpayments	996
(4) Amounts of revenue, debts or overpayments, the recovery of which would, in the opinion of the Minister, be uneconomical	6 674
(5) Lost, deficient, condemned, unserviceable or obsolete stores	21 599
<i>Total</i>	<i>30 124</i>

#### AMOUNTS OVER \$1 000

<i>Category</i>	<i>Amount</i>
	\$
(1) Losses or deficiencies of public money	..
(2) Irrecoverable amounts of revenue	..
(3) Irrecoverable debts and overpayments	1 062
(4) Amounts of revenue, debts or overpayments, the recovery of which would, in the opinion of the Minister, be uneconomical	..
(5) Lost, deficient, condemned, unserviceable or obsolete stores	151 470
<i>Total</i>	<i>152 532</i>

## Note 15

### Losses and deficiencies in public moneys and other property

This has not been subject to audit.

The following action was taken during the financial year 1990-91 under Part X11A of the *Audit Act 1901*.

	Total number	Total amount	Number where officer judged liable	Total assessed liability	Number where officer not held liable	Number pending action
		\$		\$		
Public monies						
Losses	"	"	"	"	"	"
Deficiencies	3	85	Nil	Nil	2	1
Property						
Losses	5	1820	Nil	Nil	Nil	5
Destruction	"	"	"	"	"	"
Damage	"	"	"	"	"	"

#### Note 16

##### Resources received free of charge

During 1990-91 financial year a number of Commonwealth Departments and agencies provided services to the ABS without charge. The major services received include the following:

- Department of Finance – Accounting and budgetary information from computerised Finance Ledger and payroll services.
- Australian National Audit Office – Auditing services required by the *Audit Act 1901*. While these services were provided without charge, the estimated cost of the services for 1990-91 was \$46 000. (1989-90 \$44 000)
- Attorney-General's Department – Legal services.
- Department of Industrial Relations – DIR represented the Bureau at the Industrial Relations Commission.

#### Note 17

##### SES Salaries

A new item called SES Salaries (671.1.03) was established for the financial year 1990-91 as a part of a Department of Finance requirement. Figures for this item for the 1989-90 financial year are not separately available, but are included in the total figure for salaries and administrative expenses in these statements.

## **GLOSSARY OF TERMS**

### **Act of grace payments**

Section 34A of the *Audit Act 1901* provides that, in special circumstances, the Commonwealth may pay an amount to a person notwithstanding that the Commonwealth is not under any legal liability to do so.

### **Actual**

Represents the final expenditure and receipts as reported in the Department of Finance Central Ledger Extract at end June 1991.

### **Administrative expenses**

Includes all operational expenditure except salaries. The item includes both direct costs and overhead expenditure, as well as minor capital expenditure which is considered part of ordinary annual services. It does not include major capital expenditure.

### **Advance to the Minister for Finance**

The contingency provisions appropriated in the two Supply Acts and the two annual Appropriation Acts to enable funding of urgent expenditure not foreseen at the time of preparation of the relevant Bills. These funds may also be used in the case of changes in expenditure priorities to enable "transfers" of moneys from the purpose for which they were originally appropriated to another purpose pending specific appropriation.

### **Annual Appropriations**

Acts which appropriate moneys for expenditure in relation to the Government's activities during the financial year. Such appropriations lapse on 30 June.

### **Appropriation**

Authorisation by Parliament to expend public moneys from the Consolidated Revenue Fund or Loan Fund for a particular purpose, or the amounts so authorised. All expenditure (ie outflows of moneys) from the Commonwealth Public Account must be appropriated ie authorised by the Parliament. See also "Annual Appropriations".

### **Appropriation Act (No. 1)**

An act to appropriate moneys from the Consolidated Revenue Fund for the ordinary annual services of Government.

## **Appropriation Act (No. 2)**

An act to appropriate moneys from the Consolidated Revenue Fund for other than ordinary annual services. Under existing arrangements between the two Houses of Parliament this Act includes appropriations in respect of new policies (apart from those funded under Special Appropriations), capital works and services and plant and equipment.

## **Appropriation Acts (Nos 3, 4 and 5)**

Where an amount provided in an Appropriation Act (No 1 or 2) is insufficient to meet approved obligations falling due in a financial year, additional appropriation may be provided in a further Appropriation Act. Appropriation may also be provided in these Acts for a new expenditure proposal.

## **Audit Act 1901**

The principal legislation governing the collection, payment and reporting of public moneys, the audit of the Public Accounts and the protection and recovery of public property. Finance Regulations and Directions are made pursuant to the Act.

## **Budget**

Budget refers to the original budget estimates appearing in the Explanatory Notes 1990-91 Treasury Portfolio, Budget Related Paper No. 6.16.

## **Commonwealth Public Account (CPA)**

The main bank account of the Commonwealth, maintained at the Reserve Bank, in which is held the moneys of the Consolidated Revenue Fund, Loan Fund and Trust Fund.

## **Consolidated Revenue Fund (CRF)**

The principal working fund of the Commonwealth mainly financed by taxation, fees and other current receipts. The Constitution requires an appropriation of moneys by the Parliament before any expenditure can be made from the CRF.

## **Expenditure**

The total amount of money spent on all ABS activities. Aggregated figures are obtained from the Department of Finance Central Ledger Extract at end June, and, the breakup of figures are obtained from the Department of Finance Head Office Statement of Balances at end June.

## **Forward obligations**

Obligations existing at 30 June which create or are intended to create a legal liability on the Commonwealth to provide funds in future years and which have not been exempted from the forward obligations system.

## **Outlays**

Total expenditure less total receipts.

## **Receipts**

The total amount of moneys received by the ABS.

## **Receipts offset within outlays**

Refers to receipts which are netted against certain expenditure items because they are considered to be closely or functionally related to those items. Bureau receipts recorded as Miscellaneous Receipts, as well as receipts recorded as Section 35 Receipts fall within 'Receipts Offset Within Outlays'.

## **Running costs**

A term used to describe departmental appropriations for salaries and administrative expenses, including minor capital works.

## **Trust fund**

Established under section 60 of the *Audit Act 1901*, the Trust Fund holds money in trust for the benefit of persons or bodies other than the Commonwealth.

## Appendix 9 ESTIMATES OF EXPENDITURE BY PROGRAM COMPONENT

The table on the next two pages (pages 123 and 124) shows the expenditure for the ABS program in each of the three years 1988-89 to 1990-91, with an estimated dissection by program component. An estimate of 'direct' expenditure is shown for each component, and an estimate of 'total' expenditure is shown for each 'statistical' component. The 'total' expenditure for each 'statistical' component is also shown as a percentage of ABS program expenditure (excluding 'total' expenditure on the population census component, plant and equipment, property operating expenses and construction of facilities).

These estimates have been compiled on the following basis:

- **Direct expenditure** is all expenditure directly attributable to each component (such as salaries attributed on the basis of actual payments, and direct expenditure on overtime, and travel and subsistence) plus an estimated distribution of major corporate service overheads (such as postage, telephones, printing etc). General printing costs of ABS publications are attributed to the publishing component. Expenditure on plant and equipment, property operating expenses and construction of facilities is not attributed to individual components (except for the population census component—relevant expenditure on plant and equipment (and on property operating expenses for 1990-91) is attributed to this component).
- **Total expenditure**, for each 'statistical' component, is direct expenditure for the component plus an allocation of the direct expenditure for 'service' components according to estimated usage of the services.

This method of dissecting ABS expenditure was developed some years ago by the ABS to assist in its internal planning. It differs from the standard procedures recently introduced for cost attribution in Government program budgeting. In future years the ABS hopes to move, in its ongoing accounting systems, to a basis of cost attribution which will permit the preparation of details of expenditure by component using standard program budgeting accounting procedures.

The table below gives a comparison between the dissection of ABS program expenditure by sub-program on the direct expenditure basis (as shown in the table on the next two pages) and the dissection on the program budgeting (PB) basis (as shown elsewhere in this report):

	1988-89		1989-90			1990-91		
	Direct basis	PB basis	Direct basis	PB basis(a)	PB basis(b)	Direct basis	PB basis(a)	PB basis(b)
	\$'000							
Statistical operations sub-program (c)	113 708	112 749	124 265	112 098	112 740	149 346	130 087	133 690
Corporate services sub-program	20 373	93 358	18 001	33 170	56 333	20 885	38 112	64 440
Plant and equipment (d)	12 026	..	3 003	..	..	1 571	..	..
Property operating expenses (e)(f)	..	..	22 474	22 474	..	25 494	29 098	..
Construction of facilities (e)	..	..	1 331	1 331	..	834	834	..
<b>ABS program</b>	<b>146 107</b>	<b>146 107</b>	<b>169 074</b>	<b>169 074</b>	<b>169 074</b>	<b>198 131</b>	<b>198 131</b>	<b>198 131</b>

(a) Sub-program totals, as for 1988-89, exclude property operating expenses and expenditure on construction of facilities.  
 (b) Sub-program totals include property operating expenses and expenditure on construction of facilities. (c) Includes plant and equipment for population census, on direct expenditure basis. Includes property operating expenses for population census for 1990-91, on direct expenditure basis. Net of ABS share of revenue. (d) Attributed to statistical operations sub-program on PB basis. Excludes plant and equipment for population census. (e) Property operating expenses and construction of facilities became ABS responsibilities for the first time in 1989-90. (f) Excludes property operating expenses for population census for 1990-91, on direct expenditure basis.

Note: Any differences between totals and sums of components are due to rounding.

# ABS PROGRAM: ESTIMATES OF EXPENDITURE BY COMPONENT

Program element	1988-89			1989-90			1990-91		
	Direct	Total(a)		Direct	Total(a)		Direct	Total(a)	
	\$'000	\$'000	%	\$'000	\$'000	%	\$'000	\$'000	%
<b>STATISTICAL OPERATIONS</b>									
<i>(b) (c) (d) (e) -</i>									
Information services	4 453	..	..	5 200	..	..	6 298	..	..
Publishing	3 611	..	..	3 991	..	..	3 735	..	..
Electronic dissemination	573	..	..	633	..	..	769	..	..
Marketing	647	..	..	1 328	..	..	1 503	..	..
National accounts (f)	2 045	3 651	2.9	1 917	3 456	2.7	2 201	3 647	2.6
International accounts	2 694	5 434	4.3	2 586	5 003	3.8	3 015	5 196	3.7
Foreign trade (g)	2 039	4 466	3.6	2 431	4 987	3.8	2 431	4 846	3.4
Prices (h)	4 234	7 092	5.5	..	..	..	..	..	..
Consumer income and expenditure (h) (i)	..	..	..	5 198	10 387	8.0	5 714	12 498	8.8
Financial accounts (j)	1 247	2 430	1.9	1 192	2 056	1.6	1 301	2 307	1.6
Public sector accounts (k)	2 932	5 601	4.5	2 961	5 617	4.3	3 105	5 768	4.1
Agriculture	4 430	11 633	9.2	4 498	11 954	9.2	4 882	11 275	8.0
Mining	618	1 564	1.2	387	827	0.6	517	1 358	1.0
Energy	117	228	0.2	74	208	0.2	46	133	0.1
Manufacturing	3 297	7 550	6.0	3 114	6 693	5.3	4 130	8 592	6.1
Distribution and services industries	3 382	7 302	5.8	2 477	5 826	4.5	2 569	5 708	4.0
Construction	2 485	6 047	4.8	3 426	7 953	6.1	3 189	6 341	4.5
Transport	2 210	4 710	3.7	1 300	3 029	2.3	1 423	3 456	2.4
Tourism	612	1 442	1.1	687	1 645	1.3	897	2 101	1.5
Business surveys	2 369	5 636	4.5	2 165	5 265	4.0	2 276	6 623	4.7
Science and technology	313	506	0.4	364	618	0.5	411	743	0.5
Integration, classification and development	1 512	..	..	1 344	..	..	1 587	..	..
Economic censuses systems and surveys (l)	1 203	..	..	1 619	1 726	1.3	2 169	3 618	2.6
Demography	2 335	4 698	3.7	2 547	4 983	3.8	2 657	5 181	3.7
Labour	6 637	27 755	22.1	7 788	31 915	24.5	8 410	34 286	24.3
Social	6 372	13 082	10.4	4 692	9 317	7.2	5 574	9 894	7.0
Social and labour surveys processing support (i)	..	..	..	445	..	..	426	..	..
Econometric and time series analyses	741	573	0.5	692	541	0.4	637	545	0.4
Mathematical statistics	1 963	..	..	1 846	..	..	1 917	..	..
Statistical services and user liaison	2 771	4 360	3.5	3 139	5 958	4.6	3 970	7 198	5.1
Population surveys	12 560	..	..	14 186	..	..	16 147	..	..
Integrated register	5 663	..	..	5 883	..	..	6 529	..	..
Computer operations and software	13 512	..	..	14 734	..	..	12 271	..	..
Technology planning and development (d)	3 454	..	..	917	..	..	1 140	..	..
User support (m)	7 263	..	..	9 881	..	..	11 788	..	..
Economic Accounts Division administrative support	229	..	..	213	..	..	163	..	..
Industry Division administrative support	261	..	..	421	..	..	1 229	..	..
Social and Labour Division administrative support	397	..	..	541	..	..	446	..	..
Statistical and Information Services Division administrative support	257	..	..	227	..	..	319	..	..
Computer Services Division administrative support	192	..	..	226	..	..	308	..	..

For footnotes see end of table.



**ABS PROGRAM: ESTIMATES OF EXPENDITURE BY COMPONENT (continued)**

Program element	1988-89			1989-90			1990-91		
	Direct	Total(a)		Direct	Total(a)		Direct	Total(a)	
	\$'000	\$'000	%	\$'000	\$'000	%	\$'000	\$'000	%
<b>CORPORATE SERVICES</b>									
<i>(c) (d) (e) -</i>									
Executive	4 245	..	..	4 357	..	..	4 956	..	..
Personnel management	6 509	..	..	6 933	..	..	8 353	..	..
Resource management	856	..	..	1 145	..	..	2 110	..	..
Management support	4 897	..	..	4 093	..	..	4 188	..	..
Management review (n)	191	..	..	..	..	..	956	..	..
Coordination (e)	1 176	..	..	1 015	..	..	323	..	..
Coordination and Management Division administrative support	220	..	..	458	..	..	..	..	..
<b>SUB-TOTAL</b>	<b>129 723</b>	<b>125 759</b>	<b>100.0</b>	<b>135 272</b>	<b>130 162</b>	<b>100.0</b>	<b>148 962</b>	<b>141 315</b>	<b>100.0</b>
Population census (o)	4 358	8 322	..	6 994	12 103	..	21 239	28 917	..
Plant and equipment (p)	12 026	12 026	..	3 003	3 003	..	1 571	1 571	..
Property operating expenses (q)	..	..	..	22 474	22 474	..	25 494	25 494	..
Construction of facilities	..	..	..	1 331	1 331	..	834	834	..
<b>ABS PROGRAM TOTAL</b>	<b>146 107</b>	<b>146 107</b>	<b>..</b>	<b>169 074</b>	<b>169 074</b>	<b>..</b>	<b>198 131</b>	<b>198 131</b>	<b>..</b>

(a) Statistical components only; includes estimated costs of service components allocated in accordance with usage on statistical components. (b) Excluding population census. (c) Excludes expenditure on plant and equipment, property operating expenses and construction of facilities. (d) The technology planning and development component was known as the computer technical services and planning component prior to 1989-90. This component was included in the corporate services sub-program up to 1988-89. It was moved to the statistical operations sub-program in 1989-90. (e) The coordination component was included in the statistical operations sub-program up to 1988-89. It was moved to the corporate services sub-program in 1989-90. (f) The costs of collecting data used in compiling the national accounts are included in the respective subject matter components. (g) The foreign trade component was known as the trade component prior to 1989-90. (h) The prices component was incorporated into the consumer income and expenditure component in 1989-90. (i) This component was established in 1989-90. (j) The financial accounts component was known as the financial institutions component prior to 1989-90. (k) The public sector accounts component was known as the public finance component prior to 1989-90. (l) The economic censuses systems and surveys component was known as the economic censuses system component prior to 1989-90. (m) The user support component was known as the computer applications component prior to 1989-90. (n) This component was discontinued in 1988-89. (o) Includes plant and equipment for population census. Includes property operating expenses for population census for 1990-91. (p) Includes expenditure on the computer enhancement program. Excludes plant and equipment for population census. (q) Excludes property operating expenses for population census for 1990-91.

Note: Any differences between totals and sums of components are due to rounding.

## Appendix 10 FRAUD CONTROL

Steps have been taken to reduce the risk of fraudulent activity in the ABS and a corporate statement on fraud control is being prepared. Physical security throughout the ABS has been strengthened, security applying to computer technology has been improved, and procedures have been established for vetting all persons joining the ABS, with special clearance requirements for temporary employees, casual staff and frequent visitors.

Arrangements are in place for referring fraud cases to the Australian Federal Police (AFP). The ABS has a Security Section which is actively involved in investigating fraud and liaising with the AFP when required.

The ABS has identified a need to increase staff awareness of fraud and to provide training for staff in the prevention, identification and detection of fraud. It is the intention of the ABS to introduce fraud awareness modules into regular training programs.

There were no cases of suspected fraud in the ABS in 1990-91. However, in the preceding three years there were nine cases of suspected fraud against the ABS referred to the AFP for investigation, as outlined below:

- 1987-88:
  - 4 cases of suspected unauthorised release of information. All cases were fully investigated by the AFP, resulting in no suspicion of involvement by ABS officers.
  - 1 case of theft of computer equipment. It was determined that there was insufficient evidence for charges to be laid.
- 1988-89:
  - 1 case of theft of computer equipment. It was determined that there was insufficient evidence for charges to be laid.
- 1989-90:
  - 1 case of suspected unauthorised release of information. The case was fully investigated by the AFP, resulting in no suspicion of involvement by ABS officers.
  - 2 cases of theft of computer equipment. One case was referred to the Director of Public Prosecutions and proceeded to trial. In the other case, it was determined that there was insufficient evidence for charges to be laid.

There were no cases handled using administrative remedies.

## Appendix 11 **FAILURE TO GAZETTE PURCHASING INFORMATION**

In terms of its total volume of purchases, the ABS substantially complied with the requirements to gazette invitations and purchases valued at \$2 000 or more in 1990-91. Instances when appropriate gazettal action did not take place are as follows:

- 32 instances, with a total value of \$236 603, when the New South Wales Office was late in gazetting required details. The majority of these were gazetted within the following six weeks.
- 46 purchases each valued at \$2 000 or more, with a total value of \$183 169, which were not gazetted by the Victorian Office. All the purchases were from Department of Administrative Services (DAS) period contracts.
- 7 purchases each valued at \$2 000 or more, with a total value of \$17 165, which were not gazetted by the Western Australian Office. Five were small printing jobs, each handled by a different local printer. The remaining two were purchases from DAS period contracts.

Several factors contributed to the failures to take appropriate gazettal action. They include involvement of staff in a major work re-design project, heavy workload, and high turnover of trained staff which resulted in the requirement to gazette being overlooked by less experienced replacement staff. Administrative arrangements for 1991-92 will minimise the risk of failure to take appropriate gazettal action.

## Appendix 12 CONSULTANCY SERVICES

### Policy on selection and engagement of consultants

The ABS policy on selection and engagement of consultants is being drafted consistent with Commonwealth Procurement Guideline No.13, *Contracting for Consultancy Services*. It will be outlined, amongst other purchasing issues, in the ABS purchasing manual which is currently being drafted.

### Selection procedures

The ABS already selects and engages consultants in a way that is consistent with the objectives of 'open and effective competition' and 'value for money'. The ABS seeks to identify qualified and available consultants on the basis of open tender, selective tender, successful tender for a similar project, previous work done and known or assessed capability, as appropriate in each case. While evaluating offers requires professional judgement, and can have a subjective element, the final decision is made on the basis of 'value for money'.

### Purposes for which consultants were engaged in 1990-91

The main categories of purpose for which consultants were engaged by the ABS in 1990-91 are:

- Training. Consultants were engaged to conduct training for ABS staff where insufficient expertise existed within the ABS to provide the training, and to present sessions by experts in specialist fields.
- Public relations, publications and marketing. Consultants were engaged to supply specialist services such as video production, researching, designing and writing promotional material, and media liaison, where the specialist skills cannot be efficiently provided on an ongoing basis by the ABS.
- Other purposes. Consultants were engaged to provide expert advice and impartial review of ABS performance in specific areas of management and statistical operations.

### Consultants under engagement in 1990-91

The total number of consultants under engagement by the ABS in 1990-91 and the total amount paid to them during the year, with subtotals for the main categories of purpose for which they were engaged, are shown in the following table.

# CONSULTANTS UNDER ENGAGEMENT BY ABS, 1990-91: SUMMARY

<i>Purpose</i>	<i>Number of consultants</i>	<i>Amount paid in 1990-91</i>
		\$
Training	30	241 592
Public relations, publications and marketing	13	507 023
Other purposes	24	752 106
<i>Total</i>	<i>67</i>	<i>1 500 721</i>

All consultants under engagement by the ABS in 1990-91 are listed in the following table. The project for which each was engaged and the amount paid in 1990-91 are also shown. The consultants are listed under the the main categories of purpose for which they were engaged. If a consultant was under engagement but not paid during the year, '..' is shown as the amount paid. The justification for recourse to consultancy arrangements is indicated, in each case, by an alphabetic symbol which is explained in a key at the end of the table. Consultancies which were publicly advertised before the consultant was engaged are indicated in each case by an asterisk.

## CONSULTANTS UNDER ENGAGEMENT BY ABS, 1990-91: COMPLETE LIST

<i>Purpose, consultant and project</i>	<i>Amount paid in 1990-91</i>	<i>Justification and whether advertised</i>
	\$	
<b>TRAINING</b>		
Anne Austin		
. Secret of Effective Writing Style course.	..	(a)
Australian Institute of Management Canberra		
. Management training	3 626	(a)
Computer Training and Consultancy		
. Programmer training	14 400	(c)
Conflict Resolution Network		
. Conflict Resolution workshop	3 200	(e)
CSIRO Division of Mathematics and Statistics, Dr N. Fisher		
. Conduct of Graphics workshop	21 655	(a)
David Price and Associates		
. Making Meetings Work course	..	(a)
Hansen and Forrest Pty Ltd		
. Human Development course	1 800	(e)
Huston Consulting Group		
. Team Building workshop	2 400	(e)
IBM Australia Ltd		
. Customer Focus programs	22 804	(a)
IIR Pty Ltd		
. Customer Service training	2 550	(a)
For key to symbols see end of table.		

**CONSULTANTS UNDER ENGAGEMENT BY ABS, 1990-91: COMPLETE LIST**  
(continued)

<i>Purpose, consultant and project</i>	<i>Amount paid in 1990-91</i>	<i>Justification and whether advertised</i>
	\$	
<i>TRAINING (continued)</i>		
Integra		
· Middle Management program	..	(e)
Jacobson and Associates		
· Accountancy course	5 750	(a)
Judith Bowler and Associates		
· Assistance with management programs	1 800	(e)
· Sales training for counter staff	1 000	(e)
Marathan Data Management		
· Computer Project Management course	2 700	(a)
Mark Patton and Sons		
· Professional Selling workshop	1 500	(a)
Mazward Pty Ltd		
· Sources and Uses of Financial Statements Information course	18 000	(a)
National Recording Studios Group Pty Ltd		
· Special Media Training sessions	57 695	(a)
Noga Consulting Services Pty Ltd		
· Assistance with Management and Team Development courses	32 769	(e)
Northern Metropolitan College of TAFE		
· Counselling for Managers program	8 000	(a)
Pat Bowles		
· Introduction to Public Sector Economics course	950	(e)
Performance Development, Corporate Change Architects		
· Executive Work Design Information session	450	(e)
Perry D'Arcy and Associates		
· Career Path Planning workshop	2 095	(a)
Peter Monaghan		
· Total Quality Management sessions	600	(e)
Phillip Institute Consulting Services		
· Program Monitoring and Evaluation course	3 764	(a)
Ron Dagwell		
· Basic Accounting Skills workshop	11 146	(a)
SPL Australia		
· Programmer training	4 300	(a)
Teasdale (Australia) Pty Ltd		
· SES training	9 200	(e)
Wasinski, Pollard and Associates.		
· ABS promotional seminars	..	(a)

For key to symbols see end of table.

CONSULTANTS UNDER ENGAGEMENT BY ABS, 1990-91: COMPLETE LIST  
(continued)

<i>Purpose, consultant and project</i>	<i>Amount paid in 1990-91</i>	<i>Justification and whether advertised</i>
	\$	
<i>TRAINING (continued)</i>		
Wimbush and Associates		
· Executive training	6 938	(a)
Workplace Resource Centre		
· Executive Forum	500	(e)
<i>PUBLIC RELATIONS, PUBLICATIONS AND MARKETING</i>		
Capital Public Affairs Consultants		
· Provision of editorial services for <i>ABS News</i>	24 868	(a)
Communication Research Institute of Aust Inc		
· Effectiveness of and improvements to ABS publications	48 722	(a)
Data Sciences		
· Assess viability of digitised boundaries	5 000	(c)
Elliott and Shanahan Research		
· Research into advertising the 1991 census of population and housing	7 500	(a) *
Ian Parkes and Associates		
· Market research survey on economic statistics	5 000	(d)
Melseft Solutions Pty Ltd		
· Enhancements to Direct Marketing System V 1	4 300	(a)
National Recording Studios Group Pty Ltd		
· Promotional film on <i>Colonial Microfiche</i>	10 000	(a)
· Promotional video on manufacturing census	12 666	(a)
· Production of a training video for group leaders and collectors for 1991 census of population and housing	169 460	(a)
· Public relations video for aboriginal people on 1991 census of population and housing	19 771	(a)
Peter Howell		
· Review of content and style of presentation of <i>Year Book Australia</i>	7 154	(a)
Reark Research Pty Ltd		
· Market research on ABS products and service	100 600	(a)
Rexton Consulting Services Pty Ltd		
· Development of 1991 census of population and housing schools kit	25 692	(a) *
Ryan and Tamahill		
· Assistance with drafting the 1991 ABS marketing plan	4 050	(a)
Special Broadcasting Service		
· Production of educational film in series 'English at Work'	50 000	(a)
William Goff		
· Provision of editorial services for <i>Statistics Weekly</i> publication	12 240	(a)
For key to symbols see end of table.		

CONSULTANTS UNDER ENGAGEMENT BY ABS, 1990-91: COMPLETE LIST  
(continued)

<i>Purpose, consultant and project</i>	<i>Amount paid in 1990-91</i>	<i>Justification and whether advertised</i>
	\$	
<b>OTHER PURPOSES</b>		
Australian Technology Resources		
· CYBER 180-810 disk implementation	3 777	(b)
· UNIX implementation	21 967	(b)
Comshare Australia Pty Ltd		
· Database software evaluation	31 000	(b)
Department of Health, Tasmania		
· Air sampling	300	(a)
Ernst and Young		
· Assistance in defining the requirements of a processing system	9 200	(c)
Frank Small and Associates		
· Observational study on respondents completing the 1991 census of population and housing household form	27 795	(d)
Gillian Groom		
· Occupational health and safety services	122	(a)
Harry Stanton		
· Counselling service	150	(a)
Industrial Rehabilitation Services		
· Occupational health and safety services	860	(a)
Information Resources		
· Management information system for the 1991 census of population and housing data processing centre	19 200	(c)
KPMG Peat Marwick		
· Review requirements for and assist in evaluating options for new financial management information system	281 401	(d) *
· Extension of review of accounting requirements to include internal computer cost recovery	50 804	(d)
M C Computer Services (ACT) Pty Ltd		
· Assistance with selection interviewing	2 040	(c)
National Institute of Economic and Industry Research		
· Social policy micro database development	16 770	(b)
O & O Systems Pty Ltd		
· Conversion of assets data for ABS finance system	3 000	(c)
Peter Ivison		
· Computer programming assistance	525	(c)
Rainbow Software Pty Ltd		
· Assistance with development of automated personnel system	219 953	(b)
Sheppard Malkie Consulting Group		
· Occupational health and safety rehabilitation service	85	(a)
Shirley Harrison		
· Assistance with selection interviewing	..	(c)

For key to symbols see end of table.



CONSULTANTS UNDER ENGAGEMENT BY ABS, 1990-91: COMPLETE LIST  
(continued)

<i>Purpose, consultant and project</i>	<i>Amount paid in 1990-91</i>	<i>Justification and whether advertised</i>
	\$	
<i>OTHER PURPOSES (continued)</i>		
Social Policy Research Centre		
· Update social pensions and benefits from 1986 income distribution survey	..	(a)
Tony De Luca		
· Assistance with selection interviewing	..	(c)
Total Assets Protection (Aust) Pty Ltd		
· Computer disaster recovery plan	44 252	(b)
Vocational Health Services		
· Rehabilitation service for injured employees	6 225	(a)
Waiteka Pty Ltd.		
· Employee work satisfaction survey	5 000	(d)
Waterfield Company.		
· Specialised computer programming	7 500	(a)
Wymer Family Centre		
· Occupational health and safety services	180	(a)

Key: Amount paid:

.. Consultant was not paid in 1990-91.

Justification for recourse to consultancy arrangements:

- (a) Need for specialised skills.
- (b) Need for access to the latest technology and experience in its application.
- (c) Lack of available in-house resources.
- (d) Need for an independent study.
- (e) Need for a change agent or facilitator.

Whether advertised:

- \* Consultancy was publicly advertised before the consultant was engaged.

## **Appendix 13 ACTION TAKEN ON SHORTCOMINGS REPORTED BY THE AUDITOR-GENERAL**

The action indicated below was taken in 1990-91 in response to shortcomings in financial or administrative matters in the ABS reported by the Auditor-General.

### **Auditor-General's Report 31: Report on ministerial portfolios—Autumn Sitings 1990 (Tabled: 17 May 1990)**

Protective security—lack of documented security policy and inadequate training of staff for security functions.

RESPONSE: The ABS awaited the release of the Commonwealth Protective Security Manual. Now that the manual has been released, a draft ABS Security Manual has been prepared. Training was provided to the Western Australian Office security staff. Further training is now being given to all regional security officers to accord with the Commonwealth Protective Security Manual.

### **Auditor-General's Report 10: ABS—Data Collection for the Consumer Price Index (Tabled: 15 November 1990)**

The Auditor-General's report on consumer price index data collection procedures resulted in 15 recommendations. Detailed responses were provided in respect of each recommendation. The responses appeared in the Auditor-General's report at pages 79 to 89.

RESPONSE: Action consequential upon the recommendations has either been, or is being, taken.

### **Auditor-General's Report 22: Aggregated and Departmental Financial Reports 1990 (Tabled: 11 April 1991)**

Inadequate segregation of duties in processing Australian Government Credit Card transactions.

RESPONSE: Remedial action has been taken.

Failure to adopt a program of sample checks of accounts required under Finance Direction 8D.

RESPONSE: Revised Australian Statistician's Financial Instructions have been drafted to cover the processing of accounts.

### **Auditor-General's Report 33: Departmental administrative activities (Tabled: 20 June 1991)**

The Victorian Office of the ABS was audited in respect of personnel management practices covering employee rehabilitation and compensation. See Chapter 8 of the Auditor-General's Report.

The Australian National Audit Office recommended that agencies undertake action to improve the understanding of the requirements of the Rehabilitation and Compensation (Commonwealth Employment) Act and procedures covering compensation activities.

RESPONSE: Action consequential upon the recommendations either has been, or is being, taken.

For further information on the above audit reports, the contact officer is: Mr Graeme Walker, Director, Internal Audit, telephone (06) 252 7112.

## Appendix 14 FREEDOM OF INFORMATION STATEMENT

As required by section 8 of the *Freedom of Information Act 1982*, the following statement is given about the structure of the ABS and how members of the public can gain access to information held by it.

### ABS establishment, organisation and functions

See pages 9 to 13 of this report.

### Powers

The decision making powers of the ABS and other powers associated with the discharge of its functions affecting members of the public are: the power to collect statistics including the power to appoint agents, to ask or require persons to provide information, and to enter into premises other than private accommodation for the purpose of collecting statistics; the power to initiate prosecutions against persons failing to supply information; and the power to publish statistics and release information.

### Consultative arrangements

See the references to the Australian Statistics Advisory Council and the annual Conference of Statisticians on page 11 of this report.

### Categories of documents

Documents open to public access upon payment of a fee—the ABS does not hold these types of document.

Documents available for purchase or customarily available free of charge—see pages 23 to 30 of this report.

#### Other documents—

*Government and Parliament:* various policy-related documents, ministerial briefings, ministerial correspondence, replies to Parliamentary questions, and tabling documents.

*Conferences etc.:* agenda papers, submissions, and records of proceedings of internal and external conferences, management meetings, workshops etc.

*Statistical and statistical service projects:* research, development and evaluation papers; records of consultations with suppliers and users of data; statistical classifications; lists of businesses etc.; maps; data collection, processing and publication manuals and instructions; mailing lists; statistical returns; and statistical data holdings.

*Administration and management:* work program and planning documents; finance, staff and establishment papers and manuals; personnel files; files relating to recruitment, selection and promotion of staff; staff development and training papers; office services documents; and tenders.

*Privacy:* a record of the extent and nature of the ABS's holdings of personal information, as contained in the *Personal Information Digest* published by the Privacy Commissioner.

*General:* correspondence, papers etc. filed by subject, manuals on more general subjects, reviews and administrative circulars.

### **Where to get information**

The ABS offers an initial contact point, for all requests for access to documents and information, by means of a central information service located within an Information Services Section in each of the ABS Central and regional offices, as listed below:

#### ***Australian Capital Territory (Central Office)***

Telephone: (06) 252 6627  
Facsimile: (06) 253 1404  
Mail: PO Box 10, Belconnen ACT 2616  
Counter: Unit 5, Cameron Offices, Chandler Street, Belconnen

#### ***New South Wales***

Telephone: (02) 268 4611  
Facsimile: (02) 264 7527  
Mail: GPO Box 796, Sydney NSW 2001  
Counter: 3rd Floor, St Andrew's House, Corner Kent and Bathurst Streets, Sydney

#### ***Victoria***

Telephone: (03) 615 7000  
Facsimile: (03) 615 7798  
Mail: GPO Box 2796Y, Melbourne VIC 3001  
Counter: Level 5, North Tower, Rialto, 525 Collins Street, Melbourne

#### ***Queensland***

Telephone: (07) 222 6351  
Facsimile: (07) 229 6042  
Mail: GPO Box 9817, Brisbane QLD 4001  
Counter: 313 Adelaide Street, Brisbane

### *Western Australia*

Telephone: (09) 323 5140  
Facsimile: (09) 221 2374  
Mail: GPO Box K881, Perth WA 6001  
Counter: Level 1, Hyatt Centre, 30 Terrace Road, East Perth

### *South Australia*

Telephone: (08) 237 7100  
Facsimile: (08) 237 7566  
Mail: GPO Box 2272, Adelaide SA 5001  
Counter: 55 Currie Street, Adelaide

### *Tasmania*

Telephone: (002) 20 5800  
Facsimile: (002) 20 5995  
Mail: GPO Box 66A, Hobart TAS 7001  
Counter: 1st Floor, 175 Collins Street, Hobart

### *Northern Territory*

Telephone: (089) 81 3456  
Facsimile: (089) 81 1218  
Mail: GPO Box 3796, Darwin NT 0801  
Counter: 6th Floor, MLC Building, 81 Smith Street, Darwin

### **Freedom of information inquiries**

All inquiries concerning access to documents under the *Freedom of Information Act 1982* may be directed on weekdays, between 8.30 am and 4.30 pm to the First Assistant Statistician, Coordination and Management Division, Australian Bureau of Statistics, Unit 5, Cameron Offices, Chandler Street, Belconnen, ACT (PO Box 10, Belconnen ACT 2616); telephone (06) 252 6052.

### ***Freedom of Information Act 1982—ABS activities during 1990-91***

Facilitating access to available statistical information, subject to the confidentiality provisions of the *Census and Statistics Act 1905*, is a major function of the ABS and application of the provisions of the *Freedom of Information (FOI) Act 1982* within the ABS needs to be viewed against that background. The following table provides details of FOI activities during the years 1986-87 to 1990-91 inclusive.

## FOI ACTIVITIES, 1986-87 TO 1990-91

	1986-87	1987-88	1988-89	1989-90	1990-91
	Number				
Requests received –					
For statistical information	9	1	1	2	1
For personal papers	3	..	1	..	2
For administrative documents	6	1	5	..	..
<i>Total</i>	<i>18</i>	<i>2</i>	<i>7</i>	<i>2</i>	<i>3</i>
Decisions made –					
Access granted in full	9	1	2	1	1
Access granted in part	5	1	1	..	..
Request transferred to another agency	..	..	..	..	1
Request withdrawn	3	..	3	1	..
Access refused (a)	1	..	..	1	..
Documents not in existence	..	..	..	..	..
<i>Total</i>	<i>18</i>	<i>2</i>	<i>6</i>	<i>3</i>	<i>2</i>
Decisions outstanding at end of year	..	..	1	..	1
Review of decisions by principal officer	..	..	..	..	..
Appeals to Administrative Appeals Tribunal	..	..	..	..	..

(a) In accordance with the provisions of sections 38, 40, 41, 42, 43 and 45 of the *Freedom of Information Act 1982*.

The average time taken to respond to requests in 1990-91 was 27 days.

Comprehensive information on the Act has been supplied to all ABS staff. Responsibility for matters relating to the operation of the *Freedom of Information Act 1982* within the ABS is exercised by the Coordination and Management Division in Canberra, and authority for decision-making under the Act has been delegated to the First Assistant Statistician (a Senior Executive, Band 2) in charge of that Division. Officers of the Division have attended meetings of the FOI Practitioners' Forum and training courses run by the Attorney-General's Department.

Implementing the provisions of the *Freedom of Information Act 1982* during 1990-91 required less than one staff year of effort.

## Appendix 15 DOCUMENTS TABLED IN PARLIAMENT

### Proposals for collection of statistical information

In accordance with section 6 of the *Australian Bureau of Statistics Act 1975*, the following proposals for collection of additional information for statistical purposes were tabled in both Houses of Parliament during 1990-91.

<i>Date tabled (a)</i>	<i>Statistical collection (b)</i>
22 August 1990	Survey of income and housing costs and amenities. Survey of labour force status and other characteristics of migrants. Survey of persons not in the labour force. Survey of child care arrangements. Survey of business registrations.
19 September 1990	Collections to update the ABS register of businesses.
20 September 1990	Survey of usage of legal services, New South Wales. Survey of community participation in energy conservation, Victoria. Survey of consumer credit, Queensland. Survey of art and craft purchasing and participation patterns, Western Australia. Survey of domestic energy use, South Australia Survey of nature and conditions of part-time employment, Tasmania. Survey of alcohol and tobacco consumption, Northern Territory.
9 October 1990	Census of electricity and gas businesses. Survey of mining and exploration services industries: 1989-90. Supplementary survey of mineral and petroleum exploration: December quarter 1990.
8 November 1990	Extension of quarterly survey of balance sheet information.
13 November 1990	Survey of tourist accommodation.
15 November 1990	Survey of international trade in services.
5 December 1990	Collections to update the ABS register of businesses.
20 February 1991	Survey of housing finance. Survey of manufacturing investment and exports, Queensland, 1989-90.
12 March 1991	Survey of crime and safety, New South Wales, South Australia. Survey of housing and locational preferences, South Australia, Australian Capital Territory.
17 April 1991	Survey of underemployed workers.

For footnotes see end of table.



<i>Date tabled (a)</i>	<i>Statistical collection (b)</i>
7 May 1991	1991 census of population and housing. Survey of consumers and nonconsumers of culture/leisure industry products. Survey of multiple jobholding.
28 May 1991	Monthly collections of lending commitments by financial institutions. Monthly collection of housing finance commitments by financial institutions. Survey of telephone connections. Survey of motor vehicle use.
30 May 1991	Information technology survey, Western Australia. Survey of supplementary feeding practices by sheep and cattle producers, Western Australia.

(a) If the proposal was tabled on different dates in the two Houses of Parliament, the earlier of the two dates is shown. (b) Unless otherwise indicated by the title, the statistical collection is a national project.

#### Disclosure of lists of names and addresses

In accordance with clause 6 of the Determination (Statutory Rules 1983 No. 19) made under section 13 of the *Census and Statistics Act 1905*, details of the following disclosures of lists of names, addresses and other information to the specified department or authority were tabled in both Houses of Parliament in 1990-91.

<i>Date tabled (a)</i>	<i>Information released</i>
20 September 1990	Names and addresses of Victorian State public sector agencies, to Department of the Treasury, Victoria.
5 December 1990	List of names and addresses of agricultural establishments, to Australian Meat and Livestock Corporation. List of names and addresses of agricultural establishments, to Australian Bureau of Agricultural and Resource Economics.

(a) If the proposal was tabled on different dates in the two Houses of Parliament, the earlier of the two dates is shown.

## **Appendix 16 SOCIAL JUSTICE, ACCESS AND EQUITY, AND STATUS OF WOMEN**

The ABS is committed to the Government's strategies of social justice and access and equity and undertakes activities in support of the Government's policies on the status of women.

### **Social justice strategy**

The social justice strategy is aimed at achieving a fairer, more prosperous and more just society for all Australians through:

- Fair distribution of economic resources.
- Equal access to essential services such housing, health care and education.
- Equal rights in civil, legal and industrial affairs.
- Opportunity for participation by all in personal development, community life and decision-making.

Under the strategy, the social impacts of programs are identified and improvements are pursued. Social impacts can be long term, immediate, direct and indirect. How people are affected depends on things like socio-economic status, age, sex, language, race, location and disability.

### **Access and equity strategy**

One significant element of social justice as a whole is the access and equity strategy. It has the objective of ensuring that all Australians—regardless of first language, birthplace, religion, race or cultural heritage—enjoy the same rights and opportunities. Under this strategy, programs are designed and delivered in ways which reflect the needs, characteristics and circumstances of their intended clients, so that access and equitable entitlement are assured.

### **Policies on status of women**

The objectives of the National Agenda for Women serve as the focus for the development and implementation of the Government's strategy for women. These objectives are designed to ensure that women's needs are fully taken into account in the development and administration of government policies and programs, and that these policies and programs operate to improve the status of women by providing economic security and independence, freedom from discrimination, and equality of opportunity in all spheres of activity.

### **Support for social justice, access and equity, and status of women**

ABS support for social justice, access and equity, and government policies on the status of women is in the form of statistics that are available to government and community groups for

developing and monitoring strategies in these fields. The ABS also takes steps to overcome linguistic and cultural barriers in the collection of data.

Statistics produced by the ABS which relate to people are normally shown separately for males and females. In fact, sex is the most common characteristic by which people are classified in statistical output. Data are also available for particular groups in the community such as Aborigines, migrants, and aged and disabled people and the people who care for them. Areas of concern covered by ABS statistics include education, labour force participation and experience, earnings and hours worked, household income and expenditure, child care, families, time use and health. ABS publications include analysis relating to issues of social justice, access and equity, and the status of women.

Over the years the ABS has been very conscious of issues related to social justice, access and equity, and the status of women, and has a good record of meeting statistical needs relating to these issues. Consideration of these issues is taken into account in the ABS corporate plan and in the ABS annual three-year forward work program.

During 1989-90 the ABS contributed to a statement of access and equity activities in the Treasurer's portfolio, which was finalised in 1990-91. The ABS is now preparing a second-round access and equity plan for incorporation in an overall second-round plan for the Treasurer's portfolio.

### **Barriers to access and equity**

Barriers to access and equity potentially exist in the following aspects of ABS activities:

- In determination of the work program. Access and equity considerations are addressed in determination of the ABS's work program through consultation with government and community groups involved in developing and monitoring strategies to achieve access and equity objectives, so that their needs for statistics and the benefits of statistics for their work will be recognised. This is done as a matter of course for relevant program elements through ongoing contact which each of the ABS subject matter units maintains with suppliers of data and users of statistics, and will occur particularly at times when the ABS is reviewing its activities in a particular field of statistics or is developing a new statistical collection. It is considered that this procedure is working satisfactorily and that it currently does not involve any barriers to access and equity.
- In collection of statistical data. Barriers to access and equity in relation to collection of statistical data are self-identifying, in that responses will not be forthcoming, will be incomplete or will be otherwise inadequate, from persons included in statistical collections who, for linguistic or cultural reasons, are unable to understand a request for data or to supply data. Prior to conduct of a collection, considerable effort is put into designing questionnaires or interview approaches so that they can be easily understood and responded to. Difficulties would generally be identified and overcome at that stage. The ABS advises respondents in languages other than English, when appropriate, of requests to provide data and, where necessary, makes arrangements for interpretation to assist respondents to provide data. The ABS will continue to take steps of this kind when reviewing procedures for existing collections and when developing new collections.

- In dissemination of statistics. Barriers to access and equity could arise if statistics are not presented in a manner which is suitable for supporting development and monitoring of strategies to achieve access and equity objectives or if potential users of statistics are not aware of their availability. To avoid these problems the ABS marketing plan specifies, in relation to new product development, that 'The needs of government and community groups for statistics to support the development and maintenance of strategies to achieve ... "Access and Equity" objectives ... should be taken into account in the formulation of proposals for new products' and, in relation to promotional activities, that 'In appropriate cases, to assist in achieving "Access and Equity" objectives as well as maximum market coverage, special attention will be given in the promotion of products and services to ensure that they are made known to people and community groups with non-English speaking backgrounds'. An updated marketing plan, which is currently being prepared, will take account of extension of the scope of the access and equity strategy to include all residents of Australia who may face barriers of race, culture or language, including Aborigines and Torres Strait Islanders.
- In relation to employment opportunity. The ABS is committed to the principle of equality of opportunity in all matters related to employment of its staff, and has an equal employment opportunity (EEO) program. Barriers to access and equity in relation to employment opportunity are addressed in that program. Details of activities directed towards EEO in the ABS are given in appendix 5.
- In relation to awareness by ABS staff of access and equity requirements. Barriers to access and equity can arise if staff are not aware of access and equity issues. Steps are being taken to maintain and improve the awareness by staff of access and equity issues, particularly through personnel development activities. Attention is being given to access and equity considerations in training of staff to achieve a greater understanding and awareness of ABS clients and their needs.

#### **Action taken to support or enhance social justice, access and equity, and status of women**

The more significant action taken by the ABS during 1990-91 to support or enhance social justice, access and equity, and government policies on the status of women, is noted below. Many of the activities have already been mentioned elsewhere in this report. Activities to promote EEO are fully covered in appendix 5 and are not repeated here.

Publications released during the year of particular interest include the following:

- *Census 86—Australia's Aboriginal and Torres Strait Islander People* (ABS Catalogue No. 2503.0)
- *Aboriginal People in the Northern Territory* (ABS Catalogue No. 4107.7).
- *Census 86—Religion in Australia* (ABS Catalogue No. 2510.0).
- *Census 86—Migrants, Victoria* (ABS Catalogue No. 2503.2).

- *Census 86: Data Quality—Ancestry* (ABS Catalogue No. 2602.0).
- *Labour Force Status and Other Characteristics of Migrants, September 1990* (ABS Catalogue No. 6250.0).
- *An Index of Information about Women—A Guide to Statistical Publications* (ABS Catalogue No. 1117.0).
- *Disability and Handicap, Australia, 1988* (ABS Catalogue No. 4102.0).
- *1989-90 Household Expenditure Survey: Household Characteristics* (ABS Catalogue No. 6531.0).
- *Information Paper: Socio-Economic Indexes for Areas* (ABS Catalogue No. 1356.0), and a floppy disk, *Socio-Economic Indexes for Areas, Australia* (ABS Catalogue No. 1355.0)
- *Victorian Social Survey* (ABS Catalogue No. 4116.2).
- *Australian Standard Classification of Countries for Social Statistics (ASCCSS)* (ABS Catalogue No. 1269.0). The classification is currently being introduced into all relevant ABS collections, and the ABS has promoted its use by other Commonwealth and State government departments and agencies.

Some other activities of particular interest include the following:

- Conduct of a national survey on income and housing costs and amenities in September–December 1990. Results will be released during 1991-92.
- Review of the quality of data on Aboriginal births and deaths, leading to the publication in February 1991 of vital statistics relating to the Aboriginal population of the Northern Territory for the year 1989.
- Discussions with the Aboriginal and Torres Strait Islander Commission on access to 1991 population census data on the Aboriginal population, and on the possible conduct by the ABS of a survey of the Aboriginal population covering a range of social topics including health, housing, employment, education, training and access to services.
- Development of a national time use survey, to be conducted in 1992, which will address among other things the issue of unpaid work at home. The ABS has been consulting with representatives of women's interests and others in the design of this survey.
- Development of a survey of disabled and aged persons, to be conducted in 1993, which will address issues of labour force participation, educational attainment and lifestyle limitations of people with disabilities and handicaps. The ABS has been consulting with representatives of women's interests and others in the design of this survey.

- Conduct of a national health survey, between October 1989 and September 1990, which obtained information on a range of issues specific to women's health. Information was also obtained on the health status, usage of health services and aspects of lifestyle which may influence health of particular population groups including the overseas born, Aborigines and the elderly. Preliminary results from the first six months of the survey have been released and a program of further releases is planned. Results of the survey are expected to be used in the National Health Strategy in its background papers and advice on Australia's health system.
- Commencement of work on statistical reports on women's health and the health of the Aboriginal population.
- Preparation of a bulletin on 'Women and Work' to be published jointly by the Women's Advisory Unit of the South Australian Department of Premier and Cabinet and the ABS South Australian Office highlighting issues relating to women's participation in the labour force.

Special projects were undertaken by the ABS for other agencies, including the following:

- For the Australian Institute of Health, assistance in preparing a report on ethnic health status, commissioned by the Office of Multicultural Affairs.
- For the Bureau of Immigration Research, a report on the labour characteristics and employment conditions of migrant women.
- For the Special Broadcasting Service (SBS), assistance with preparation of an episode in the television series *English at Work*.
- For the Victorian Office of Rural Affairs, assistance in establishing social indicators relevant to rural communities.
- For the South Australian Health Commission and a number of other South Australian government and non-government organisations, a survey of people living in South Australia covering a range of health issues. Results are available separately for persons born in various other countries.
- For a number of South Australian government agencies, a survey of housing and locational preferences in Adelaide. Results can be analysed for various age, income and country-of-birth groups. A similar survey was conducted in Canberra for the Australian Capital Territory Government.

The ABS has worked closely with the Office of the Status of Women (OSW) on the development and maintenance of indicators to measure progress in the achievement of the objectives of the National Agenda for Women and on the development of relevant statistical collections. A review of gender equality indicators for publication in the budget report on the National Agenda for Women was completed for the OSW.

The ABS has an outreach program to libraries with collections of ABS material to promote understanding by librarians and their user communities of the range of ABS statistical products and services. This fulfils an expressed need to fill an information gap which has been causing concern in many libraries, particularly those in country areas. This program was expanded to additional libraries in 1990-91.

Activities in relation to data collection of particular note include the following:

- For the 1991 census of population and housing, special efforts in an awareness campaign to reach people from non-English speaking backgrounds, Aboriginal people and hearing-impaired and print-handicapped people. Radio messages were translated into major community languages and census advertisements on SBS were telecast in 15 languages. Brochures in 24 different languages were distributed to migrant community organisations and adult education centres. ABS officers addressed groups about the census. Many of the census collectors were multilingual. There was a telephone interpreter service and interpreters were available to visit people with special problems. For Aboriginal people, special videos, posters and leaflets were distributed to community organisations by special field officers, and people in remote Aboriginal communities were enumerated using special procedures involving interviewing.
- For the monthly population survey and all other ABS household surveys, assignment of an interviewer who is knowledgeable in the appropriate language and culture to conduct an interview in a case where there is difficulty interviewing a household in English. In general the interviewers in the larger cities, between them, speak a large number of languages, such as Chinese, Croatian, French, German, Greek, Italian, Lebanese, Serbian, Turkish and Vietnamese. Where a respondent speaks a language not spoken by an interviewer, the services of a specialist interpreter are obtained. Aboriginal interviewers are employed to assist in collecting information for household surveys conducted in Aboriginal communities.

Cross-cultural workshops have been conducted for staff to increase sensitivity to cultural barriers.

## Appendix 17 PROFESSIONAL PAPERS BY ABS OFFICERS

Officers of the ABS prepared the following professional papers which were presented or published during 1990-91:

J. Allen: *Dissemination of Australian Census of Population and Housing Data to Government Users*. Presented to the 4th Regional Meeting of Population Census and National Development Planners, Noumea, February 1991.

C. Aspden: *Estimates of Multifactor Productivity, Australia*. Published as an ABS Occasional Paper (ABS Catalogue No. 5233.0), August 1990.

C. Aspden: *Which is the Best Short-term Measure of Gross Domestic Product*. Published in Australian National Accounts: National Income and Expenditure (ABS Catalogue No. 5206.0), June quarter 1990.

K.R.W. Brewer\* and S.-M. Tam: *Is the Assumption of Uniform Intra-Class Correlation Ever Needed?* Published in the Australian Journal of Statistics, Volume 32 No. 3, December 1990.

R.J. Casey: *The Economic Status of Migrants*. Presented to the National Outlook Conference of the Bureau of Immigration Research, Melbourne, November 1990.

I. Castles: *Privacy and Access to Census Records*. Presented to a Seminar on Privacy versus Access to Records sponsored by the Australian Capital Territory Branch of the Australian Society of Archivists, Canberra, April 1991.

C.Y. Choi: *What is happening to the first and the second birthrate*. Presented to the Australian Population Association Conference, Melbourne, November 1990.

G. Cocking: *Proposed Products and Services from the 1991 Census*. Presented to the Australian Population Association Conference, Melbourne, November 1990.

G. Cocking: *Australian Initiatives in Design and Marketing of Population Census Products and Services*. Presented to the Thirteenth Population Census Conference, East West Center, Hawaii, December 1990.

C. Coombes: *Improving Non-Response in a Mail Survey of Returned Australian Travellers*. Presented to the Second National Research Conference, Brisbane, December 1990.

R.A. Crockett: *Servicing Local Government*. Presented to the Conference of the Victorian Division of the Australian Institute of Municipal Management, Melbourne, February 1991.

R.A. Crockett: *4-SITE: An Information Paper*. Presented to the Government Technology Event, Melbourne, February 1991.

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\* Not an ABS officer.



P. Damcevski: *Meeting Information Needs via Online Databases and CD-ROM*. Presented to the Online and On Disc 1991 Conference sponsored by the Information Science Section of the Australian Library and Information Association, Sydney, January 1991.

S. Fleetwood: *Framework for the Collection and Publication of Tourism Statistics*. Presented by M. Butterfield to the International Conference on Travel and Tourism Statistics sponsored by the World Tourism Organisation and Tourism Canada, Ottawa, June 1991.

C. Goldspink and N. Paulsen: *Management as an Integrative and Dynamic Social Process—Developing Effective Managers*. Presented to the First International Congress of Action Learning and Process Management, Brisbane, August 1990.

R. Harrison: *Respondent Burden and Respondent Fatigue in the 1988-89 Australian Household Expenditure Survey*. Presented to a Workshop on Diary Surveys at Statistics Sweden, Stockholm, February 1991.

R.V. Harvey and J. Harwood: *Regional Accounts: The Australian Experience*. Presented to the OECD Meeting of National Accounts Experts, Paris, July 1990.

J. Hillermann: *Constructing Sample Frames and Using Sampling in Poorly Defined Populations—Surveys of Businesses*. Presented to the International Meeting on Official Statistics, Macau, October 1990.

S. Horbury: *Response Errors in the Collection of Domestic Travel Expenditure Data by Household Interviews*. Presented to the Second National Research Conference, Brisbane, December 1990.

S.K. Jain: *Recent Trends in Mortality in Australia—An Analysis of the Causes of Death Through the Application of Life Table Techniques*. Presented to the Australian Population Association Conference, Melbourne, November 1990.

A. Johnson and P.J. McCarthy: *The Australian National Accounts*. Presented to the Victorian State Congress of the National Institute of Accountants, Melbourne, May 1991.

D.M. Lawrence: *Creating and Manipulating POSTSCRIPT Files using SAS to Enhance the Quality of Your Output*. Presented to the SAS Users Group of Australia Conference, Gold Coast, October 1990.

S. Linacre and J. Zarb: *Picking Turning Points in the Economy*. Published in Australian Economic Indicators (ABS Catalogue No. 1350.0), April 1991.

A.M. Mackay: *Measurement of Earnings Levels in the Public and Private Sectors*. Agenda Paper for OECD Working Party on Employment and Unemployment Statistics, Paris, May 1991.

B. McColl and J. Quinn: *Merchandise Export and Import Statistics by Country—Factors Affecting Bilateral Reconciliations*. Published in Australian Economic Indicators (ABS Catalogue No. 1350.0), June 1991.

W. McLennan: *User Pays Experience*. Presented to a Seminar on 'Making User Pays Work' sponsored by the Royal Australian Institute of Public Administration, Canberra, October 1990.

J. Paice: *The 1990s—Is the Australian Census of Population and Housing Relevant?* Presented to the Australian Population Association Conference, Melbourne, November 1990.

G.J. Sarossy and D.G. Steel: *Australian Experience with Service Industry Surveys and Other Developments*. Presented to a meeting of the Voorburg Group, Paris, October 1990.

G.C. Sims and D.W. Black: *Development of Vital Statistics about Australia's Aboriginal People*. Presented to the Second Independent Conference of the International Association for Official Statistics, Beijing, October 1990.

T. Skinner: *Priorities for National Health Statistics*. Presented to the Australian Institute of Health Forum on Priorities for National Health Statistics, Canberra, February 1991.

G. Smith: *The Production of the NSW Year Book by the Australian Bureau of Statistics*. Presented to the Pacific Rim Computer Publishing Conference and Expo, Sydney, August 1990.

J.H. Struik: *Geographical Coding and Small Area Analysis*. Presented to the Fifth International Roundtable on Business Survey Frames, Williamsburg, October 1990.

J.H. Struik: *Name and Address Matching for the Business Register*. Presented to the Fifth International Roundtable on Business Survey Frames, Williamsburg, October 1990.

J.H. Struik: *Current Position of Business Register Quality*. Presented to the Fifth International Roundtable on Business Survey Frames, Williamsburg, October 1990.

D.J. Trewin: *Investigation into Data Quality Differences between Self and Proxy Interviews*. Presented to the International Conference on Measurement Errors, Tucson, November 1990.

D.J. Trewin and W. McLennan: *A Case Study of Collection Mode Effects on the Monthly Population Survey*. Presented to the International Conference on Measurement Errors, Tucson, November 1990.

D.J. Trewin, J. Paice and S.-M. Tam: *Reducing the Cost of the 1991 Australian Census of Population and Housing*. Presented to the Second Independent Conference of the International Association for Official Statistics, Beijing, October 1990.

D.P. Williams: *The Development of Products and Services from the 1991 Census of Population and Housing*. Published in the Newsletter of the Australian Consortium for Social and Political Research Incorporated, No. 29, March 1991.

D.P. Williams: *Using Geo-Demographic Data from the Population Census*. Presented to the Australian Direct Marketing Association Conference, Melbourne, May 1991.

J. Zarb: *Is the Consumer Price Index Series Seasonal?* Published in Australian Economic Indicators (ABS Catalogue No. 1350.0), February 1991.

## Appendix 18 SPECIAL ARTICLES IN EARLIER ABS ANNUAL REPORTS

Special articles have been included in most ABS annual reports to present information and views on important longer-term or broad issues affecting the nation's statistical service. A list of the articles in earlier annual reports is given below, showing in brackets after each article title the year of the annual report in which the article appeared and the part of that report where it can be found.

*The collection of information* (1976-77; section 2)

*Forward planning in the ABS* (1977-78; section 2)

*Preparations for the 1981 census of population and housing* (1978-79; section 2)

*The accuracy and reliability of estimates of national income and expenditure* (1979-80; section 2)

*Minimising reporting burden* (1980-81; section 2)

*A decade's work program* (1981-82; section 2)

*The ABS program of population surveys* (1983-84; pages 7 to 11, supplemented by appendix 5)

*The ABS program of industry collections* (1984-85; pages 8 to 13, supplemented by appendix 5)

*Dissemination of statistics by the ABS* (1985-86; pages 9 to 14)

*ABS corporate plan* (1986-87; chapter 2)

*Health statistics and the report of the Better Health Commission* (1986-87; chapter 3)

*The role of a national statistical office* (1986-87; appendix 10)

*Statistics and privacy* (1987-88; chapter 3)

*Media liaison for ABS health survey* (1987-88; appendix 12)

*A quart out of a pint pot* (1988-89; chapter 2)—This article examines how the ABS increased significantly the range, timeliness and quality of its statistical products and services over the preceding 13 years, with a static level of resources

*Household expenditure surveys in Australia : A chronology* (1988-89; appendix 15)

*Complaints to the Australian Press Council* (1988-89; appendix 16)

*The ABS in the market-place* (1989-90; chapter 2)

## Appendix 19 INDEX OF REQUIREMENTS

This report is in compliance with 'Guidelines for the Content, Preparation and Presentation of Annual Reports by Statutory Authorities' which were tabled in the Parliament on 11 November 1982 and endorsed by the Government in the policy information paper *Policy Guidelines for Commonwealth Statutory Authorities and Government Business Enterprises* (October 1987).

The 'Guidelines for the Preparation of Departmental Annual Reports—April 1991', which were tabled in the House of Representatives on 10 April 1991 and in the Senate on 11 April 1991, provide—paragraph 1.12 of the preamble—that it is appropriate for authorities whose operations are similar to those of departments to consult the guidelines and comply with them to the extent that it is reasonable to do so. This has been done in the preparation of this report.

In the 'Guidelines for the Preparation of Departmental Annual Reports—April 1991', a specific reporting requirement is that

To demonstrate its compliance with these guidelines, the annual report is to contain an index of requirements showing where in the report the content relating to each requirement numbered in these guidelines is located. If any requirement was not applicable to the department during the year, the index of requirements is to show this. If for any other reason a requirement was not met, the reason is to be shown.

The requirements numbered in the guidelines are listed below, under headings appearing there. Following each requirement (or group of requirements) is an indication, in bold type, of where in the report the content relating to the requirement is located, or an indication that the requirement was not applicable to the ABS during the year. The text of each requirement is shown together with its identifying number, except in some instances where a requirement was not applicable to the ABS. The background material and elaboration in the guidelines are not included below.

### SECRETARY'S STATEMENT

01. The annual report is to contain a statement by the Secretary that the report has been prepared under subsection 25(6) of the *Public Service Act 1922* and in accordance with guidelines referred to in subsection 25(7).

— Page iii.

02. If the report has (or if parts of it have) been prepared under any legislation other than section 25 of the *Public Service Act* and other than legislation (for example the *Freedom of Information Act 1982*) which may be deemed to have been mentioned by virtue of the mention of these guidelines, the Secretary's statement is to specify the legislation.

— Not applicable.

03. The annual report is to contain a statement by the Secretary that subsection 34C(2) of the *Acts Interpretation Act 1901* requiring the report to be furnished to the Minister as soon as practicable and in any event by 31 December, and subsection 25(8) of the *Public Service Act* requires the Minister to cause a copy of the report to be laid before each House of the Parliament within 15 sitting days after the day on which the Minister received the report.

— Page iii.

04. If, at the time the text of the annual report is finalised, the Secretary knows that the annual report will not be, or has not been, furnished to the Minister on or before 31 December, the annual report is to contain a statement referring to subsection 34C(4) and/or 34C(7), as appropriate, and providing such explanation of the circumstances as the Secretary is at that stage able to give.

- Not applicable.

#### AIDS TO ACCESS

05. The annual report is to contain a table of contents.

- Page vi.

06. If the length of the annual report is 50 pages or more, there is also to be an alphabetical index, covering the contents of any appendixes as well as the contents of the main body of the report.

- Page 161.

07. The annual report is to give details (title, address, telephone number) of the contact officer to whom enquiries or comments about the report may initially be addressed.

- Page vii.

#### CORPORATE AND PORTFOLIO OVERVIEW

##### OBJECTIVES

08. The annual report is to contain:

- (a) a statement of the department's corporate objectives, (and/or goals, mission, role, functions), with a summary of any significant changes to them during the year; and
- (b) an explanation of the way in which the annual report provides a basis for an assessment of the department's achievements in relation to those objectives etc., and particularly of progress made during the year.

- Pages v and 9. There was no change to the ABS mission or to the objective of the ABS program

##### SOCIAL JUSTICE OVERVIEW

09. The report is to contain an overview of social justice issues from a corporate perspective.

- Page 15 and appendix 16.

##### CORPORATE STRUCTURE

10. The annual report is to contain an organisation chart (or organisation charts) with any explanatory matter necessary in understanding it, showing the corporate structure (or organisation) of the department, as at the end of the reporting year. The relationship between corporate structure and program structure is to be indicated, with specific reference to the allocation of responsibilities for program and corporate management.

- Appendix 2.

11. The annual report is to contain a summary of any significant changes in the structure of the department during the year.

- Page 13.

##### PORTFOLIO LEGISLATION AND STATUTORY AUTHORITIES

12, 13, 14, 15, 16, 17

- Not applicable. However, the principal legislation determining the functions and responsibilities of the ABS is listed on page 9.

##### NON-STATUTORY BODIES (NSBs)

18, 19(a)-(f), 20(a)-(f), 21(a)-(e)

- There were no NSBs of which the ABS was the parent body.

##### GOVERNMENT COMPANIES

22, 23, 24

- Not applicable.

## MAJOR DOCUMENTS

25. The annual report is to contain such a list of documents as might, in the Secretary's judgment, contribute to a due understanding of the operation of the department.

- Appendixes 15, 17 and 18. See also *Catalogue of Publications and Products* (ABS Catalogue No. 1101.0), which is referred to on page 25 of this report.

## PROGRAM REPORTING

### ACTIVITIES

26. The annual report is to contain a separate section for each program, which discusses the major activities undertaken by the department.

27. The annual report is to identify the operational approaches adopted and issues confronted in the implementation or maintenance of each program over the past year. Descriptions are to be provided of program activities and outputs, including those related to or arising from evaluations and program planning and review exercises.

- Chapters 3, 4 and 5.

### SOCIAL JUSTICE (INCLUDING ACCESS AND EQUITY)

28. The annual report is to contain a summary of action taken by the department during the year to enhance the social justice outcomes of its programs.

29. The report is to contain information on progress in implementing the portfolio's A&E plan.

- Appendix 16.

## HUMAN RESOURCES

### STAFFING OVERVIEW

30. Staffing information in annual reports is to include data (as at 30 June) on:

- (a) the total number of employees, disaggregated by classification and location;
  - (b) full-time and part-time staff numbers;
  - (c) numbers employed under the *Public Service Act 1922*;
  - (d) temporary staff; and
  - (e) the numbers of men and women in the department and in various categories of employment.
31. Senior Executive Service information is to include data (as at 30 June) on:
- (a) level;
  - (b) gender;
  - (c) gains and losses;

- Appendix 3.

and

(d) participation in staff development activities.

- Page 59 and appendix 4.

32. The annual report is to contain a summary of significant developments during the year in relation to staff management issues, such as staff appraisal schemes or office structures implementation.

- Page 59.

## PERFORMANCE PAY

33. Departments (as agencies with three or more staff eligible to receive performance pay) should report the total number of eligible individuals, and the aggregate amount paid in performance pay.

34. Where the number of eligible individuals is six or more, reports should show the distribution of payments made as percentages of the maximum permissible individual payments.

- Not applicable.

## TRAINING

35. The annual report is to show;

- (a) the total amount of the department's annual payroll;
  - (b) the amount of the minimum training requirement in relation to the department;
  - (c) the net eligible training expenditure by the department during the year (with subsidies or reimbursements deducted); and
  - (d) the amount of the training guarantee shortfall (if any) which the department became liable to pay.
36. The annual report is also to show the total number of people in the department at the end of the financial year and the total number of person days spent on participation by staff in eligible training programs during the year.

- Page 62.

37. The annual report is to contain a list of the categories of eligible training programs on which the department spent money during the year.

- Appendix 4.

38. The report is also to refer, as the Secretary considers appropriate, to departmental activities during the year in relation to work experience, staff development and training, including those activities not eligible under the training guarantee legislation.

- Page 61.

## INTERCHANGE SCHEME

39. The annual report is to show:

- (a) the number of departmental staff members who commenced and the number who completed work placements with other employers under the interchange scheme during the year;
- (b) of the total number for the year:
  - (i) the number identifying themselves as members of each of the following categories: women, people of non-English-speaking background, Aboriginal or Torres Strait Islander people, and people with disabilities; and
  - (ii) the number whose APS employment was in Canberra and the number whose APS employment was outside Canberra;
- (c) the number of people who commenced and the number who completed work placements in the department under the interchange scheme during the year; and
- (d) of the total number for the year:
  - (i) the number identifying themselves as members of each of the following categories: women, people of non-English-speaking background, Aboriginal or Torres Strait Islander people, and people with disabilities; and
  - (ii) the number whose APS placements were in Canberra and the number whose APS placements were outside Canberra.
    - No ABS staff had work placements with other employers, and no people had work placements in the ABS, under the Interchange scheme.

## EQUAL EMPLOYMENT OPPORTUNITY (EEO)

40. The annual report is to contain a report on the implementation and operation of the department's EEO plan, covering EEO efforts in State/Territory and regional offices as well as in the central office, and showing results, in accordance with the PSC's Guidelines referred to above [i.e. in the background material and elaboration included in the annual report guidelines].

- Appendix 5.

## INDUSTRIAL DEMOCRACY

41. The annual report is to contain a report on the implementation and operation of industrial democracy plans in the department required under subsection 22C(10A), in accordance with the Department of Industrial Relations' guidelines referred to above [i.e. in the background material and elaboration included in the annual report guidelines].

- Appendix 6.

## OCCUPATIONAL HEALTH AND SAFETY

42. The annual report is to contain a summary of the department's activities during the year in relation to occupational health and safety (OH&S), showing what arrangements the department has in place for consideration of OH&S issues; what issues have been considered during the year; what action has been taken during the year in relation to OH&S issues; and what results of that action have been identified.

- Page 63.



## POST-SEPARATION EMPLOYMENT

43. The annual report is to show in respect of each application received by the department during the year [from a former staff member, under chapter 13 of the *Guidelines on Official Conduct of Commonwealth Public Servants*] the nature of the applicant's departmental work (if appropriate, in terms of paragraphs 13.8 and 13.9), the general nature of the outside work (paragraph 13.10), and the outcome of the application (paragraphs 13.18-13.21).

- There were no applications received by the ABS.

## OTHER RESOURCES

### FINANCIAL STATEMENTS

44. The annual report is to contain audited financial statements prepared in accordance with the *Financial Statements Guidelines for Departmental Secretaries* issued by the Minister for Finance under section 50AA of the *Audit Act 1901*, from time to time; and the related report of the Auditor-General. Financial statements for entities conducting commercial activities which are subject to a determination under section 41D of the *Audit Act 1901* are to be presented, together with the Auditor-General's report, as part of the department's annual report, or published in a separate annual report. Financial statements for such entities are to be presented in accordance with the *Guidelines for Financial Statements of Commonwealth Entities* issued by the Minister for Finance from time to time, unless transitional or other arrangements have been agreed with the Department of Finance.

- Appendix 8.

### FRAUD CONTROL

45. The annual report is to contain a summary of any action taken by the department during the year:

- (a) to assess the risk of fraud; to develop and implement plans or other arrangements for fraud control; and to review those arrangements regularly;
- (b) to develop arrangements for referring fraud cases to the Australian Federal Police (AFP) and/or the Director of Public Prosecutions; and
- (c) to increase staff awareness of fraud and provide training for staff in the prevention, identification and detection of fraud.

46. The annual report is to contain a statement of the department's policy in relation to dealing with instances of loss to the Commonwealth to determine whether fraudulent action has occurred.

47. The annual report is also to show:

- (a) the number of cases referred to the AFP for investigation;
- (b) the results (in summary, not in detail) of any completed prosecution action;
- (c) the level of staffing and associated resources used in the investigation of fraud cases and the use of services provided by other departments and agencies;
- (d) the number of cases handled using administrative remedies, for example disciplinary procedures under the *Public Service Act 1922*; and
- (e) the amount of monies recovered, both by administrative action and use of the judicial process.

- Appendix 10.

### CLAIMS AND LOSSES

48. The annual report is to show:

- (a) details of any such claims or losses which individually resulted in net costs to the Commonwealth of \$50 000 or more; and
- (b) aggregate costs, together with the number of incidents, for claims and losses falling into the following categories: \$10 000-\$20 000, and \$20 000-\$50 000.

49. The annual report is to provide an explanation of any significant variations in inter-year comparisons, and details of measures taken to improve risk management and reduce the incidence of claims and losses.

- Page 68.

### PURCHASING

50. The annual report for 1990-91 is to summarise progress in implementing the strategy adopted by the department to upgrade its purchasing function.

- Page 67.

51. The annual report is to contain a list of any instances, of which the department is aware, of its failure during the year to gazette invitations, or to gazette purchase arrangements within 3 months, showing the reasons for such failures, and the remedial action proposed or taken.

- Appendix 11.

## CONSULTANCY SERVICES

52. The annual report is to contain a summary of the department's policy on the selection and engagement of consultants, its selection procedures, and the main categories of purposes for which consultants were engaged during the year.

53. The total number of consultants under engagement during the year is to be shown, and the total amount paid to consultants during the year, with explanatory notes as necessary if the consultants under engagement during the year were not in all cases the same as the consultants paid during the year.

54. Subtotals of numbers and amounts are also to be shown in relation to particular programs or broad categories of purposes.

55. Each consultancy valued at \$2 000 or more is to be listed in the annual report, except where the large number of consultancies renders this impractical. The listing is to:

- (a) indicate the name of the consultant;
- (b) describe the project;
- (c) show its cost; and
- (d) provide, in concise terms, a justification for the decision to have recourse to consultancy arrangements.

- Appendix 12.

56. Irrespective of the detail shown about each consultancy, the report is to indicate that a complete listing of consultancies (including those valued at less than \$2 000) is available from the department on request.

- A complete listing of consultancies is given in appendix 12.

57. Listings of consultancies in the annual report or provided separately are to identify by footnote those which were publicly advertised before the consultant was engaged.

- Appendix 12.

## CAPITAL WORKS MANAGEMENT

58. The annual report is to include the following information about each approved capital work (that is, construction—including fitout—of buildings and engineering structures) costing not less than \$6m (including associated fees):

- (a) a description of each work examined by the Public Works Committee and approved for construction commencement, and the estimated cost of the work at the time of construction approval;
- (b) the contract price(s) of the work;
- (c) the contract delivery system (for example, single contracts, multiple contracts, construction management);
- (d) cost of the 'rise and fall' component of the contract(s);
- (e) cost of other variations; and
- (f) completed cost.

- The ABS was not involved in any such capital works.

## LABORATORY SERVICES

59(a)-(c)

- Not applicable.

## EXTERNAL SCRUTINY

### REPORTS BY THE AUDITOR-GENERAL

60. The annual report is to contain a list showing the titles and tabling dates of reports by the Auditor-General which were tabled in the Parliament during the year and which refer to the operation of the department.

61. In relation to each listed report by the Auditor-General, the annual report is to summarise:

- (a) significant comments and recommendations which directly affect the department; and
- (b) action taken by the department during the year in response to such recommendations, and, in relation to cases where recommendations were not accepted, the department's reasons.

62. The annual report is to list significant items raised in reports of the Auditor-General in previous years for which remedial action is not yet completed, quoting the date of the Auditor-General's report. The annual report may refer readers elsewhere for further information.

63. The annual report is to identify the contact point for such requests.

- Appendix 13.

## INQUIRIES BY PARLIAMENTARY COMMITTEES

64. The annual report is to contain a list of Parliamentary Committee inquiries which were concluded during the year; and which examined any aspect of the operation of the department or were of significant relevance to the operation of the department; and to the response to which the department contributed or expects to contribute.

65. In relation to each Parliamentary Committee inquiry listed in accordance with the previous requirement, the annual report is to contain a summary of:

- (a) any significant comments and recommendations which directly affect the department;
- (b) any action taken by the department during the year in response to those recommendations; and
- (c) in any case where the Government's response to a recommendation indicates that the recommendation has not been accepted, the reasons for the response.

66. The annual report is also to list Parliamentary Committee inquiries (if any) to which the department contributed submissions during the year.

- The only such inquiry was one by the House of Representatives Standing Committee on Finance and Public Administration into the Auditor-General's *Audit Report No. 10, 1990-91: Australian Bureau of Statistics—Data collection for the Consumer Price Index*. Reference is made to this inquiry on page 34. The Government had not responded to the Committee's recommendations at the time the finalised text of this report was approved by the Australian Statistician for printing.

## COMMENTS BY THE OMBUDSMAN

67. The department's annual report is to show the number (if any) of:

- (a) reports to the department made by the Ombudsman under section 15 of the *Ombudsman Act 1976* during the year;
- (b) reports under sections 16, 17 or 19 of which the department is aware, which were made by the Ombudsman during the year, and which contain significant comments about the department.

68. The annual report is to contain:

- (a) a summary of significant comments and recommendations in each listed report as they relate to the operation of the department in general; and
- (b) a summary of action taken by the department during the year in response to those comments and recommendations (or in response to comments and recommendations in reports made in previous years) as they relate to the operation of the department in general.

69. The annual report is to show the amounts of each Act of Grace payment (if any) which relates to the department and which was made during the year, following a recommendation of the Ombudsman.

- There were no such reports or payments.

## DECISIONS OF COURTS AND ADMINISTRATIVE TRIBUNALS

70. The annual report is to contain a list of any judicial decisions or decisions of administrative tribunals handed down during the year which significantly affected, or in the Secretary's view could in future significantly affect, the operation of the department, including any such decisions which have service-wide implications and of which the Attorney-General's Department has notified the department.

71. There is to be:

- (a) a summary of such parts of each listed decision as relate to the department;
- (b) a summary of their effect on the operation of the department, including any consequent changes in the management of the department; and
- (c) where no action has been taken to remedy defects identified in listed decisions, a summary of the reasons.

72. The report is also to summarise, and describe briefly the effect on the operation of the department of, any decisions which were handed down prior to the reporting year, but which (or aspects of which) first had a significant effect on the operation of the department during the year.

- There were no such decisions.

## FREEDOM OF INFORMATION (FOI)

73. The department's annual report is to contain information of the kinds set out in subsection 8(1) [of the *Freedom of Information Act 1982*] in relation to the department and any agency in the Minister's portfolio which does not produce its own annual report and in relation to which such information is not included in the annual report of another department in the same portfolio.

- Appendix 14.

## PRIVACY

74. The annual report is to list the date of each occasion (if any) during the year, on which a copy of a report was served on the department by the Privacy Commissioner under section 30 of the *Privacy Act*.

75. In relation to each listed occasion, the annual report is to contain a summary of:

- (a) the act or practice about which the Commissioner reported;
  - (b) any recommendations in the Commissioner's report;
  - (c) the department's response to the Commissioner's report, including any steps taken to prevent a repetition of the act or continuation of the practice; and
  - (d) any further action taken by the Commissioner under section 30 in relation to the act or practice.
76. The annual report is to contain in relation to each determination under section 52 served on the department during the year a summary of:
- (a) the nature of the complaint investigated by the Commissioner;
  - (b) any declarations or findings of the Commissioner in the determination;
  - (c) any significant changes to the practices or procedures of the department introduced as a result of comments by the Privacy Commissioner in the determination;
  - (d) any subsequent action taken for review or enforcement of the determination.

77. The annual report is also to contain a summary of any action during the year in relation to a report under section 30 or a determination under section 52 served on the department in an earlier year.

78. The annual report is to show the date on which each determination (if any) made by the Privacy Commissioner during the year, under section 72 in relation to an act or practice of the department, took effect.

79. The annual report is to contain a summary of the act or practice in relation to which each such determination was made.

- There were no such reports, determinations or actions.

## CLIENT COMMENTS

80. The annual report is to contain a brief description of any measures in place expressly for monitoring the handling complaints about the operation of the department received from its clients outside the APS. Any significant changes in those measures during the year are to be summarised.

81. The report is to contain a summary of the main areas of any dissatisfaction monitored or handled by such measures, and a summary of any changes to the operation of the department introduced as a result (or largely as a result) of complaints or suggestions by clients outside the APS.

- Page 18.

## IMPACT MONITORING

### BUSINESS REGULATIONS

82, 83

- Not applicable.

### STATUS OF WOMEN

84. The annual report is to contain a summary of the activities of the women's unit or mechanism of the department during the year.

- Appendix 16.

## ENVIRONMENTAL MATTERS

85. The annual report is to contain a summary of any action in relation to environmental matters, which the department has taken during the year and which the Secretary considers should be drawn to attention.

- Page 67.

86. The annual report is to indicate whether during the year the department took any action in relation to which the Minister had indicated under subsection 30(1) of the *Australian Heritage Commission Act 1975* that he or she was satisfied there was no acceptable alternative.

87. The annual report is to identify any proposed action about which the department informed the Commission under subsection 30(3) of the Act during the year, with a summary of the outcome.

88. The annual report is to identify any matters in relation to which action was taken by the department during the year to give effect to, and take into account the outcomes of, procedures approved under section 6 of the *Environment Protection (Impact of Proposals) Act 1974*.

89. The annual report is to contain a summary of such actions and their outcomes.

- Not applicable.

90. The annual report is to contain such information as the Secretary considers appropriate to meet the Government's requirement for reporting on the department's energy use and energy efficiency improvement measures it has undertaken during the year.

- Page 67.

In addition to the above requirements of the annual report guidelines, the Government requires agencies to report in annual reports on adherence to purchasing policy on information technology acquisitions made during the year. The required information is shown on page 56 of this report.

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